Christ Church Felixstowe

Recruitment of Ex-Offenders Policy

The code of practice[i] published under section 122 of the Police Act 1997 obliges all registered bodies to have a written policy on the recruitment of ex-offenders; to make this policy available to all DBS applicants at the commencement of the recruitment policy; and to treat DBS applicants who have a criminal record fairly and without automatic discrimination.

This policy was adopted by the PCC of Christ Church Felixstowe on___9th September 2025_, and will be **reviewed every three years**.

Signature of the vicar: _____Dominic Turner__, on behalf of the PCC.

The policy.

1. As an organisation which assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Christ Church Felixstowe complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
2. Christ Church Felixstowe undertakes not to discriminate unfairly against any person subject of a criminal record check on the basis of a conviction or other information revealed.
3. Christ Church Felixstowe can only ask an individual to provide details of convictions and cautions that Christ Church Felixstowe are legally entitled to know about, where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. Christ Church Felixstowe can only ask an individual about convictions and cautions that are not 'protected.'
5. Christ Church Felixstowe is committed to the fair treatment of its staff / officers (paid and voluntary), potential staff / officers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical / mental disability or offending background (subject to points 3, 4, and 11).
6. Christ Church Felixstowe will make this written policy on the recruitment of ex-offenders available to all applicants at the start of the recruitment policy.
7. Christ Church Felixstowe actively promotes equality of opportunity for all with the right mix of talent, skills, and potential, and welcomes applications from a wide range of candidates, including those with criminal records.
8. Christ Church Felixstowe selects all candidates for interview based on their skills, qualifications, and experience (excepting where there is an 'occupational requirement' as laid out under the terms of the Equality Act 2010).

9. An application for a criminal record check is only submitted to DBS after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, role / job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being considered for the position.
10. Christ Church Felixstowe ensures that those in Christ Church Felixstowe who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences under the guidance of the Diocesan Safeguarding Team.
11. Any disclosure of a caution or conviction, whether for a serious violent and / or sexual offence or a conviction resulting in a custodial offence (whether or not suspended), or other intelligence information disclosed, will be referred to the Diocesan Safeguarding Team for an initial assessment and they will consult as appropriate with the individual responsible for the recruitment process as to whether the disclosure may affect suitability for the role.
12. At interview, or in a separate discussion, Christ Church Felixstowe ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment, or an offer of appointment to a voluntary position.
13. Christ Church Felixstowe makes every person subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
14. Christ Church Felixstowe undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or appointment.
15. Christ Church Felixstowe will apply this policy to employed / paid and volunteer roles.

[i]https://www.gov.uk/government/publications/dbs-code-of-practice, accessed 15th August 2025.