



St Helen's  
Bishopsgate

# **Safeguarding policy supplement B: PCC statement on recruitment of ex-offenders**

**ST HELEN BISHOPSGATE & ST PETER-UPON-CORNHILL**

Revised: June 2024

Date for review: June 2025

1. St Helen Bishopsgate ('we', 'us' and 'our') is an organisation which assesses the suitability of applicants for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. We do this by using criminal record checks processed through the Disclosure and Barring Service (DBS). We comply fully with the DBS code of practice and undertake to treat all applicants for our positions fairly.
2. We are committed to the fair treatment of all our staff and volunteers, potential staff and volunteers and congregation members.
3. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed by a DBS disclosure.
4. We can only ask an individual to provide details of convictions and cautions about which we are legally entitled to know. For example, a DBS certificate at either standard or enhanced level can legally be requested by us where the position applied for is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended (and, where appropriate, in the Police Act Regulations as amended).
5. We can only ask an individual about convictions and cautions that are not protected.
6. This policy statement is made available to all DBS applicants at the start of their recruitment process.
7. We select all candidates for interview based on their skills, qualifications, experience and, where applicable, against our occupational requirements.
8. An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that the application is both proportionate and relevant to the position concerned.
9. For positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. We ensure that all who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
11. We also ensure that all involved in the recruitment process have received appropriate guidance and training in the relevant legislation relating to the recruitment and employment of ex-offenders (eg the Rehabilitation of Offenders Act 1974).
12. At interview or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment or permission to volunteer with us.
13. We make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and make a copy of this available on request.
14. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or permission to volunteer with us.