

The Parochial Church Council of St Giles Rowley Regis

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agreed on 2/7/24

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to adopt the policy commitments below when considering applications for roles within our organisation.

- We are committed to the fair treatment of our current and potential employees, volunteers and office holders, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- As an organisation assessing applicants' suitability for positions which are exempt from the Rehabilitations Act 1974 using criminal record checks processed through the Disclosure and Barring Service (DBS), we will comply fully with the DBS *code of practice*, all relevant legislation and House of Bishops' *Safer Recruitment & People Management* guidance and undertake to treat all applicants for roles fairly.<sup>1</sup>
- We are committed to equality of opportunity for all applicants and aim to select people for roles with us based on their skills, abilities, experience, knowledge and, where needed, qualifications and training. We will consider applicants who have a criminal record on their individual merits.
- For roles covered by the Rehabilitation of Offenders Act we will not ask an applicant to disclose any criminal history that is spent. We will only ask an applicant about their unspent criminal history.
- For roles that are exempt from the Rehabilitation of Offenders Act we will ask applicants to disclose all criminal history, spent and unspent (other than protected cautions and convictions). Where we wish to select the person for the role, we will ask them to apply for a DBS check appropriate to the role.
- Where criminal history, or a potential risk of harm, has been disclosed in the recruitment process we will refer this information to the Diocesan Safeguarding Officer for a risk assessment. The Diocesan Safeguarding Officer will advise whether the person may be offered the role. The relevance of the nature of the criminal history to the role applied for will always be assessed and an application will not automatically be refused just because criminal history has been disclosed.
- We will only submit an application for a criminal record check to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the role. For those roles

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<sup>1</sup> Information for applicants about disclosing criminal history is available on the NACRO website:  
<https://www.nacro.org.uk/>

where a criminal record check is identified as necessary, all application forms, 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 offered the position.

- We will ensure that all those who are involved in the recruitment process have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders and eligibility of a role for a criminal record check.
- This policy will be made available to all DBS applicants at the start of the recruitment process.
- This policy will be reviewed annually.

**July 2024**