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# Recruitment of Ex Offenders Policy

## Document history

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## Policy Statement on the Recruitment of Ex Offenders

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), St Barnabas church complies fully with the DBS [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly - <https://www.gov.uk/government/publications/dbs-code-of-practice>.

St Barnabas church undertakes not to discriminate unfairly against any person subject of a criminal record check on the basis of a conviction or other information revealed.

St Barnabas church can only ask an individual to provide details of convictions and cautions that St Barnabas church 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).

St Barnabas church can only ask an individual about convictions and cautions that are not 'protected'.

St Barnabas church is committed to the fair treatment of its staff (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.

St Barnabas church will make this written policy on the recruitment of ex-offenders, available to all applicants at the start of the recruitment process.

St Barnabas church actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records.

St Barnabas church select 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).

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.

St Barnabas church ensures that those in St Barnabas church 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.

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.

At interview, or in a separate discussion, St Barnabas church ensures 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 withdrawal of an offer of employment

St Barnabas church 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

St Barnabas church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

St Barnabas church will apply this policy to employed/paid and volunteer roles.

Further information can be found here:

<https://www.gov.uk/government/publications/recruitment-of-ex-offenders-guidance/recruitment-of-ex-offenders-guidance> (published 28JAN25)