

The Parish of The Church of the Good Shepherd, Carshalton

Policy Statement on the Recruitment of ex-Offenders

1. In assessing an applicants' suitability for positions at church and which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order we comply with the Disclosure and Barring Service [code of practice](#) and **undertake to treat all applicants for positions and at all stages of the recruitment process fairly**, using criminal record checks processed through the DBS, where appropriate.
2. An application for a criminal record check is only submitted to DBS when relevant to the position concerned, as guided by the diocesan safeguarding manual 'A Safe Church'. For those positions where a criminal record check is identified as necessary, job adverts or descriptions and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual undertaking the position.
3. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about, that are not protected and 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. We undertake to not discriminate unfairly against any part of a criminal record check on the basis of a conviction or other information revealed
5. 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 withdrawal of an offer of employment

6. We undertake to discuss any matter revealed on a DBS certificate with the Diocesan Safeguarding Advisor and follow the advice provided before appointment. This will most likely involve discussion with the individual seeking the position.
7. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
8. Only the number and date of the DBS certificate will be retained on a password encrypted database to which only the Parish Safeguarding Officer and Parish DBS Administrator have access.
9. This written policy statement on the recruitment of ex-offenders, is available on the church website.

September 2025

Mark Crompton.

Parish Safeguarding Officer.