Policy Statement on the Recruitment of Ex-Offenders

The Parochial Church Council of Stratford-upon-Avon has agreed to adopt the Diocese of Coventry policy statement on the recruitment of ex-offenders as follows:

1. As an organisation assessing 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), we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly.[1]
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested,[2] we can only ask an individual about convictions and cautions that are not protected.
4. We are committed to the fair treatment of our volunteers/staff, potential volunteers/staff or users of our services; regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
5. We will make this policy statement available to all DBS applicants at the outset of the recruitment process.
6. We actively promote 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.
7. We select all candidates for interview based on their skills, qualifications and experience.
8. An application for a criminal record check is only submitted to the DBS after a thorough risk 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, 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 offered the position.
9. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. 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.

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[1] The DBS Code of Practice is available via the government website at: https://www.gov.uk/government/publications/dbs-code-of-practice

[2] 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.

11. We make every subject of a criminal record check submitted to the DBS aware of the existence of the DBS Code of Practice and make a copy available on request.[3]
12. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further Information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.[4] Employers are no longer able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, remain subject to disclosure.

In addition, all convictions resulting in a custodial sentence, whether or not suspended, remain subject to disclosure, as are all convictions where an individual has more than one conviction recorded.

Further guidance can be found at https://www.gov.uk/government/collections/dbs-filtering-guidance regarding the filtering of old and minor cautions and convictions which are now 'protected' and thus not subject to disclosure to employers.

Adopted by Stratford-upon-Avon PCC

September 15, 2026

[3] The DBS Code of Practice is available via the government website at: https://www.gov.uk/government/publications/dbs-code-of-practice

[4] See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013.