

Recruitment of Ex-Offenders policy statement

1. St. John's Watford, 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. John's Watford complies fully with the [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>
2. St. John's Watford undertakes not to discriminate unfairly against any person subject to a criminal record check on the basis of a conviction or other information revealed.
3. St. John's Watford can only ask an individual to provide details of convictions and cautions that St. John's Watford 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).
4. St. John's Watford can only ask an individual about convictions and cautions that are not 'protected'.
5. St. John's Watford 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 (subject to points 3, 4, and 11).
6. St. John's Watford will make this written statement on the recruitment of ex-offenders, available to all applicants at the start of the recruitment process.
7. St. John's Watford actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records.
8. St. John's Watford selects 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).
9. 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.
10. St. John's Watford ensures that those in St. John's Watford 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.
11. 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.

12. At interview, or in a separate discussion, St. John's Watford ensures that an open and measured discussion takes place on the subject of any offences or other matters 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.
13. St. John's Watford makes every person subject to a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
14. St. John's Watford undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
15. St. John's Watford will apply this policy to employed/paid and volunteer roles.

— End of policy statement

Date of Adoption: 12/11/2024

Signed: Fr Corniel Quak, Vicar and Interim Parish Safeguarding Officer

Next Review Date: November 2025

Version #	Author	Date	Summary of changes
01	Fr Corniel Quak	November 2024	New statement