The Parish of Pattingham with Patshull
St Chad`s Church, Pattingham with Patshull

Registered charity number 1151604

Following Christ in the footsteps of St Chad, by living out our faith; taking the church to the community and growing the church.

Recruitment of Ex-Offenders Policy

1. 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 Chad`s Church, Pattingham with Patshull complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. (The Code of Practice is available at https://www.gov.uk/government/publications/dbs-code-of-practice)
2. St Chad`s Church, Pattingham with Patshull undertakes not to discriminate unfairly against any person subject of a criminal record check on the basis of a conviction or other information revealed.
3. St Chad`s Church, Pattingham with Patshull can only ask an individual to provide details of convictions and cautions that St Chad`s Church, Pattingham with Patshull 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 Chad`s Church, Pattingham with Patshull can only ask an individual about convictions and cautions that are not 'protected'.
5. St Chad`s Church, Pattingham with Patshull 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 Chad`s Church, Pattingham with Patshull will make this written policy on the recruitment of ex-offenders, available to all applicants at the start of the recruitment process
7. St Chad`s Church, Pattingham with Patshull 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
8. St Chad`s Church, Pattingham with Patshull 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 Chad`s Church, Pattingham with Patshull ensures that those in St Chad`s Church, Pattingham with Patshull 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 Chad`s Church, Pattingham with Patshull 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
13. St Chad`s Church, Pattingham with Patshull makes every person subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.
14. St Chad`s Church, Pattingham with Patshull 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 Chad`s Church, Pattingham with Patshull will apply this policy to employed/paid and volunteer roles.

This policy was adopted by the Parochial Church Council at a meeting on 18th November 2025 and reviewed on 17th November 2026

Next Review Date: November 2027