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Diocese of Bristol

Parish of St Mary, Rodbourne Cheney

9 September 2026

Policy on the recruitment of ex-offenders

- 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), St Mary, Rodbourne Cheney, complies fully with the code of practice[1] and undertakes to treat all applicants for positions fairly
- St Mary, Rodbourne Cheney undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- St Mary, Rodbourne Cheney can only ask an individual to provide details of convictions and cautions that St Mary, Rodbourne Cheney 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 Mary, Rodbourne Cheney can only ask an individual about convictions and cautions that are not protected
- St Mary, Rodbourne Cheney is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- St Mary, Rodbourne Cheney has a written policy (this policy) on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- St Mary, Rodbourne Cheney actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome

[1] https://www.gov.uk/government/publications/dbs-code-of-practice

applications from a wide range of candidates, including those with criminal records

- St Mary, Rodbourne Cheney select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to 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
- St Mary, Rodbourne Cheney ensures that all those in St Mary, Rodbourne Cheney who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- St Mary, Rodbourne Cheney also ensures 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
- at interview, or in a separate discussion, St Mary, Rodbourne Cheney 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 Mary, Rodbourne Cheney makes every 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 Mary, Rodbourne Cheney undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.