

Safer Recruitment Policy

Safer recruitment practice is an essential part of the Church of England's approach to safeguarding. Safer recruitment refers to the whole recruitment process including application forms, confidential declarations, role descriptions, taking references, interviews and criminal record checks.

Policy statement on the recruitment of ex-offenders

For the recruitment of to all roles both paid and voluntary at St Peter's Soberton;

- A job description will be provided to all those taking a role within the church from this date going forward.
- On being offered the position the following will be required:
- All roles which have contact with children and young people or with vulnerable adults a DBS check will be required, and two references will be requested.
- The role will only be confirmed once a clear DBS and favourable references have been received. The person may take up that role beforehand, but references must be received within a two-month period and DBS check completed or the role will cease until these have been undertaken.
- For those roles which do not have contact with children and young people, or vulnerable adults two references will be requested.
- The role will only be confirmed once favourable references have been received. The person may take up that role beforehand, but references must be received within a two-month period, or the role will cease until these have been undertaken.
- The safeguarding officer will be responsible for DBS and reference checks.

The PCC of St Peter's Soberton also agreed to uphold as part of safer recruitment:

- 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), this PCC complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly
- This PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- This PCC 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 (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)
- This PCC can only ask an individual about convictions and cautions that are not protected
- This PCC 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 dependents, age, physical/mental disability or offending background
- This PCC has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- This PCC 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
- This PCC 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

- This PCC ensures that all those in who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- This PCC 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, and 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
- This PCC 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
- This PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- The Diocese of Portsmouth undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing an offer of employment or voluntary position.

Lucie Jones

September 2023