



RECRUITMENT OF EX-OFFENDERS POLICY¹

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), Christ Church Network complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. Christ Church Network undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. Christ Church Network can only ask an individual to provide details of convictions and cautions linked to the level of DBS check (either standard or enhanced level).
4. Christ Church Network can only ask an individual about convictions and cautions that are not protected.
5. Christ Church Network are committed to the fair treatment of their staff, potential staff or users of their services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. Christ Church Network have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
7. Christ Church Network 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. Christ Church Network selects all candidates for interview based on their skills, qualifications and experience.
9. 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.
10. Christ Church Network ensures that all those in the Christ Church Network who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
11. Christ Church Network also ensures that those involved in recruitment 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, Christ Church Network ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be

¹ The Christ Church Network is the operating name of the Newland Christian Trust: a Christian charity (1101648) and Limited Company (04976143)

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.

12. Christ Church Network 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.
13. Christ Church Network undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Policy Adoption

This policy is adopted and will be reviewed annually by the Lead Pastor and Network Elders.

Reviewed June 2023, for review June 2024