



**The White Horse
Team Ministry**



**Diocese
of Salisbury**

Making Jesus Known in Westbury, Dilton Marsh, Westbury Leigh and Brokerswood

SAFER RECRUITMENT AND PEOPLE MANAGEMENT POLICY ON RECRUITMENT OF EX-OFFENDERS

Introduction

This policy statement applies to all recruitment and selection processes where the PCC is the employer or recruiter.

It applies to all roles where the Church of England's Guidance indicates that an enhanced or enhanced plus DBS check is required:

<https://www.gov.uk/government/publications/recruitment-of-ex-offenders-guidance/recruitment-of-ex-offenders-guidance>

Principles

The Code of Practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. A copy of the Code of Practice can be found at:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

Information regarding conviction information

Within current legislation certain old and minor cautions and convictions are no longer subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Further guidance is available from the Disclosure & Barring Service regarding the filtering of old and minor cautions and convictions which are now 'protected' and therefore not subject to disclosure to employee:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Agreed steps

- 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), The White Horse Team Ministry complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly
- The White Horse Team Ministry undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The White Horse Team Ministry can only ask an individual to provide details of convictions and cautions that it is 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) the White Horse Team Ministry can only ask an individual about convictions and cautions that are not protected.
- The White Horse Team Ministry 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
- The White Horse Team Ministry 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
- The White Horse Team Ministry 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
- The White Horse Team Ministry selects 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
- The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account

- However, for certain positions, for example, those that require regular contact with children or vulnerable adults or where a post within The White Horse Team Ministry is considered as a leadership role (position of trust), certain 'specified offences' must always be disclosed:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

- The White Horse Team Ministry ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The White Horse Team Ministry 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, The White Horse Team Ministry 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
- Where a candidate has made a disclosure of a relevant offence, advice will be sought from the diocesan safeguarding adviser, who will support completion of a specific risk assessment and make a final recruitment decision
- The White Horse Team Ministry 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
- The White Horse Team Ministry undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or voluntary recruitment
- The White Horse Team Ministry will keep any sensitive disclosure information on file whilst a person is in post in accordance with data protection legislation (GDPR)
- Should the leadership of The White Horse Team Ministry change, it is the responsibility of the churchwarden and PSO to make the incumbents successor aware of disclosure information and persons of interest in relation to safer recruitment
- Having a criminal record will not necessarily bar an applicant from working/volunteering within The White Horse Team Ministry. It will depend on the nature of the position and the final recruitment decision of the Diocesan Advisor.

Westbury PCC

Date

Signed
Incumbent

Signed
Churchwarden

Signed.....
Safeguarding Officer

Dilton Marsh PCC

Date

Signed
Incumbent

Signed
Churchwarden

Signed.....
Churchwarden

Signed
Safeguarding Officer

Hard copy of policy
has been signed
and filed securely

Reviewed by Team Council March 2026
Next review due March 2027 by Team Council