



The Parish of St. Neots with Eynesbury (“The Parish”) is committed to the fair treatment of its staff, potential staff, and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. 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 Parish will comply fully with the [DBS Code of Practice](#) and undertakes to treat all applicants for positions fairly. The Parish will make every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and make a copy available on request.

- The Parish has a written policy on the recruitment of ex-offenders (this policy), which is made available to all DBS applicants at the start of the recruitment process.
- The Parish will ensure that all those in its organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences; and that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
- The Parish actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The Parish will 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 risk assessment has indicated that it 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 advertisements 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 Parish can only ask an individual to provide details of convictions and cautions that the Parish is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested, the Parish can only ask an individual about convictions and cautions that are not protected.
- The Parish undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. At interview, or in a separate discussion, the Parish will ensure that an open and measured discussion takes place about 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. The Parish undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before any withdrawal of a conditional offer of employment.

**This policy is approved by the Parochial Church Council of the Parish of St. Neots with Eynesbury.**

**Date: 15<sup>th</sup> May 2025**



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