

Parish Policy on Working with Ex-Offenders

This parish policy is required under the Code of Practice under section 122 of the Police Act 1997, which requires that any body which utilises the Disclosure and Barring Service (DBS) to treat applicants to a role fairly and not to discriminate automatically because of a conviction or other information revealed by the DBS.

Upholding the Code

- Midhurst Parish Church undertakes not to unfairly discriminate against any subject of a criminal record check based on a conviction or other information revealed.
- The parish can only ask individuals to provide details of convictions and cautions that the parish is legally entitled to know about.
- The parish utilises the services of an 'Umbrella Body' to access DBS records. At the time of policy creation this is a company called Thirtyone:eight.
- Thirtyone:eight assess any DBS applications that the parish submit to ensure compliance with the relevant legislation in place at the time of application.
- All DBS applications are processed by the Lead Recruiter, who is normally (but not necessarily) the Parish Safeguarding Officer. The Lead Recruiter ensures that applicants are aware of this policy prior to the parish applying for a DBS check, and only submits the application to Thirtyone:eight after a risk assessment as part of the Safer Recruitment Process.
- The parish church undertakes to fully disclose and discuss the contents of a DBS certificate with an applicant before making a final decision as to whether to appoint them to a position.
- The overall responsibility for the Safer Recruitment Process, the Parish Safeguarding Officer and the Lead Recruiter is retained by the Parochial Church Council.