

All Saints, Hérault

The English Church at Saint Pargoire

A Chaplaincy of the Church of England Diocese in Europe

www.heraultenglishchurch.fr

achstp@gmail.com

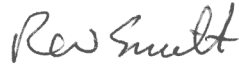
L'Église Anglicane de Tous les Saints dans l'Hérault
Association N° W 342001220 Président: Roger Smith
Registered Office / Siège Social: 30 route de Canet, 34230 le Pouget, France

Policy statement on the recruitment of ex-offenders

- All undertakings to comply with UK legal requirements are subject to the compatibility of UK legal requirements with French Law and Regulation.
- 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 Chaplaincy of All Saints, Hérault (hereafter 'the Chaplaincy') complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The chaplaincy undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- The Chaplaincy can only ask an individual to provide details of convictions and cautions that the Chaplaincy 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 Chaplaincy can only ask an individual about convictions and cautions that are not protected.
- The Chaplaincy 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 Chaplaincy 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 Chaplaincy 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 Chaplaincy will ensure that all those in the Chaplaincy who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Chaplaincy will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, the Chaplaincy ensures that an open and measured discussion takes place on the subject of any offences or other matters 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 Chaplaincy makes every subject of a criminal record check submitted to DBS aware of the existence of this Code of Practice and makes a copy available on request.
- The Chaplaincy undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Date adopted / reaffirmed by the Chaplaincy Council	5 June 2024
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Chaplain's Name	Revd Roger Smith	Chaplain's Signature	
Churchwarden's Name	Patricia Bigot	Churchwarden's Signature	
Churchwarden's Name	Nigel Summersall	Churchwarden's Signature	