



St Peter's Chorley Parish Church
in the Church of England Diocese of Blackburn

**Recruitment of
ex-offenders Policy**
Promoting a Safer Church

Issue 1.1: November 2025

PCC of Chorley St. Peter

Policy on the recruitment of ex-offenders

Preamble:

"This policy operates under and in full alignment with the House of Bishops' Safeguarding Policy and Practice Guidance, the Parish Safeguarding Handbook, and all directives from the National Safeguarding Team and Diocese of Blackburn. It should be read alongside our Parish Safeguarding Policy. The Parish Safeguarding Officer (PSO) must be consulted on all recruitment for roles involving regulated activity."

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), St. Peter's PCC complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. St. Peter's PCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. St. Peter's PCC can only ask an individual to provide details of convictions and cautions that St. Peter's PCC are 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).
4. St. Peter's PCC can only ask an individual about convictions and cautions that are not protected.
5. St. Peter's PCC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, race, nationality, ethnic origin, sex, sexual orientation, religion and belief, gender identity/expression, marriage and civil partnership or pregnancy and maternity/paternity.
6. St. Peter's PCC 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.
7. St. Peter's PCC 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. St. Peter's PCC select 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. St. Peter's PCC ensures that all those in St. Peter's who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
11. St. Peter's PCC 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.
12. At interview, or in a separate discussion, St. Peter's PCC 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. Any applicant who knowingly withholds relevant information about their criminal record, or provides false information, will have their application withdrawn or, if appointed, may be subject to disciplinary action leading to removal from office/role."
13. St. Peter's PCC 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. DBS certificate information will be seen only by those who need to see it as part of the recruitment process. Certificates will not be copied or shared unlawfully. The DBS certificate number and the decision outcome will be recorded securely. Certificates will be retained for no longer than 6 months (in line with DBS Code) before secure destruction, unless a specific safeguarding concern requires longer retention under advice from the Diocesan Safeguarding Advisor."
14. St. Peter's PCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Authorised

Signed: *Neil Kelley*

Name: Canon Neil Kelley
Position: Priest-in-charge
11.12.2025

Signed: *Ronnie Hunter*

Name: Ronnie Hunter
Position: Churchwarden
11.12.2025

Signed:

Version History					
Version	Date	Detail	Author	Approved	Date
1.0	November 2024	New policy	N. Kelley	PCC	11.11.24
1.1	November 2025	Reviewed	C. Asghar	PCC	11.12.2025