



Chelmsford Diocesan Board of Finance Recruitment of Ex-Offenders Policy Statement

- 1) This is the Chelmsford Diocesan Board of Finance's (CDBF) written policy on the recruitment of ex-offenders and will be made available to all applicants whose role requires a Disclosure & Barring Service (DBS) check, at the start of the recruitment process.
- 2) The Rehabilitation of Offenders Act 1974 was introduced with the aim of preventing ex-offenders who have not re-offended for a significant period of time from being denied access to jobs purely on the basis of their past criminal convictions. The general principle of the Act is that an ex-offender who has not re-offended for a specific length of time will be considered 'rehabilitated', and the ex-offender will be entitled to present him or herself to employers as if he or she had never been convicted in the first place.
- 3) We are committed to the fair treatment of its staff, potential staff, clergy and volunteers, and undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. We will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. In all cases we follow the requirements of the Church of England's [Safer Recruitment and People Management Policy](#).
- 4) We welcome applications from a wide range of candidates and select candidates for interview based on their skills, qualifications and experience. 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 CDBF (Chelmsford Diocesan Board of Finance) complies fully with the DBS Code of Practice (which is available here [DBS code of practice - GOV.UK](#)) and undertakes to treat all applicants for positions fairly.
- 5) For roles that are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of being included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), and where appropriate in the Police Act 1997 (Criminal Records) Regulations 2002 (as amended), we will ask applicants to disclose all criminal history, spent and unspent (other than protected cautions and convictions) and require them to apply for a standard or enhanced DBS check appropriate to the role. For roles covered by the Rehabilitation of Offenders Act 1974 we will not ask an applicant to disclose any criminal history that is spent - we will only ask an applicant about their unspent criminal history.
- 6) For those positions where a criminal record check is identified as necessary, all job adverts and job descriptions will contain a statement that an application for a disclosure certificate will be submitted in the event of the individual being offered the position.
- 7) The Safeguarding Team are responsible for identifying and assessing the relevance and circumstances of offences, subject to the role in the relevant legislation relating to the appointment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. This can include information disclosed at any point throughout the recruitment and selection process. The principles and guidance around risk assessments in the [Safer Recruitment and People Management Policy](#) will be referred to, as appropriate. For relevant CDBF



appointments the HR Team will liaise and work in partnership with the Safeguarding Team.

- 8) Following interview, or in a separate discussion, we will ensure 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 the termination of the appointment process. As part of our recruitment processes, all applicants are required to complete a confidential declaration where we encourage all applicants to provide details of their criminal record at an early stage in the application process.
- 9) We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment, offer of a clergy post or offer of voluntary activities.
- 10) Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

September 2026 (Planned Review February 2029 in line with Safer Recruitment and People Management Guidance)