

Diocese of Bristol

Upper Thames Group of Parishes

May 2026

Policy on the Recruitment of Ex-Offenders

- 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 Upper Thames Group of Parishes comply fully with the [code of practice](#)¹ and undertake to treat all applicants for positions fairly
- The Upper Thames Group undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Upper Thames Group can only ask an individual to provide details of convictions and cautions about which it is legally entitled to know, that is, where a DBS certificate at standard or enhanced level can legally be requested. (i.e. 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 Upper Thames Group can only ask an individual about convictions and cautions that are not protected
- The Upper Thames Group 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 Upper Thames Group 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
- The Upper Thames Group 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

¹ <https://www.gov.uk/government/publications/dbs-code-of-practice>

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- The Upper Thames Group 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 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 Upper Thames Group ensures that all those in the Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Upper Thames Group 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
- At interview, or in a separate discussion, The Upper Thames Group 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- The Upper Thames Group 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
- The Upper Thames Group undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Approved by the PCCs of Upper Thames Group of Parishes May 2026

If you have any concerns or need to speak to someone, please contact

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