



Morpeth Parish & Stannington Parish

Working Together to Safeguard Everyone



St James the Great,
Morpeth

St Mary the Virgin,
Morpeth

St Aidan,
Morpeth

St Mary the Virgin,
Stannington

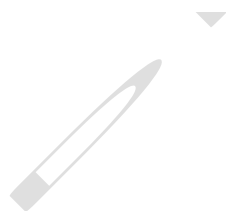
Morpeth Parish and Stannington Parish supports wholeheartedly TOWARDS A SAFER CHURCH

RECRUITMENT OF EX-OFFENDERS POLICY 2026/27

Version 2

- As an organisation assessing applicants' suitability for positions (both paid and voluntary) which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Morpeth Parish and Stannington Parish (The Parishes) complies fully with the code of practice available to view at www.gov.uk/government/publications/dbs-code-of-practice and undertakes to treat all applicants for positions fairly
- The Parishes undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Parishes can only ask an individual to provide details of convictions and cautions that The Parishes are legally entitled to know about. 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 Parishes will only ask potential candidates about convictions and cautions that are not protected from disclosure
- The Parishes is committed to the fair treatment of its staff, potential staff (paid or voluntary) or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- The Policy on the recruitment of ex-offenders, is made available to all DBS applicants at the start of the recruitment process
- The Parishes 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

- The Parishes will 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 Parishes ensures that all those in The Parishes who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Parishes 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 as amended
- At interview, or in a separate discussion, The Parishes 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 or of a voluntary position
- The Parishes 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 Parishes undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before deciding whether or not to withdraw a conditional offer of employment or voluntary role.





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POLICY REVISION HISTORY & CHANGE LOG

Policy Title: RECRUITMENT OF EX-OFFENDERS POLICY 2026/27

Current Version: Version 2

Purpose: This page records amendments, reviews, and administrative changes to this policy to provide an audit trail of revisions.

Historical Note

Records relating to the original creation and early revision history of this policy are not fully available. Policies were previously managed by former Parish Safeguarding Officers (PSOs). Known handover information is recorded below.

Version	Date	Author / Reviewer	Role	Summary of Change
Pre-2026	Unknown	Deb Bass-Pickin	PSO	Policy held and managed under previous arrangements. Earlier authors and revision dates are not known.
V1	26/03/2026	Lauren Fluke	PSO, Morpeth Parish	Responsibility for policy management transferred to current PSO. No policy content changes recorded in this entry unless otherwise stated.
V2	26/03/2026	Patricia Nicolson Lauren Fluke	PSO, Stannington Parish PSO Morpeth Parish	Morpeth and Stannington are now working together for all safeguarding matters including policy updates. Stannington and

				Morpeth details will be shown together within policies.

Approval Record

Approved By	Role	Date	Signature

