



The Church of King Charles the Martyr Potters Bar

Safer Recruitment Policy including the recruitment of ex-offenders

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Date of next review: **September 2027**

Signed:

Revd Emma-Jane Wilkinson on behalf of the PCC

2 September 2026

The Church of England and we, at King Charles the Martyr Church in Potters Bar (KCM) are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them within our church communities.

- We will ensure that all individuals leading or heavily involved in recruitment panels complete the mandatory Church of England Safer Recruitment and People Management Training module, to ensure legal, fair and safe practice throughout the process.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.
- KCM is committed to 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.
- All appointments at KCM are conditional upon the satisfactory completion of all statutory pre-appointment checks.
- The individual's legal right to work in the UK will be verified. If the applicant has lived or worked outside the UK for a continuous period of 6 months or more in the last 10 years, KCM will require an overseas criminal record check or Certificate of Good Conduct from the relevant embassy or consulate, alongside standard UK disclosures.

In all these principles we will follow legislation, guidance and recognised good practice.

Safer Recruitment Training

The following people have received Safer Recruitment Training to enable the safe recruitment of people into positions within the church:

1. Helen Schmitz – Safeguarding Officer (Updated 2026)
2. Steve Jones – Treasurer and Café (Updated 2022)
3. Maureen Townsend – Café (Updated 2026)
4. Nicola Thrussell (Sept 2024)
5. John Schmitz (Sept 2024)

Policy Statement on the recruitment of ex-offenders

1. King Charles the Martyr (KCM) complies fully with ***Safer Recruitment and People Management Code of Practice, 2026*** when recruiting staff and volunteers. This includes using criminal record checks processed through the Disclosure and Barring Service (DBS) where legally entitled to do so for roles which involve working with children or adults when they are vulnerable. In doing so, KCM complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. This policy is made available to all applicants at the start of the recruitment process.
2. We will only ask an individual to provide details of convictions or cautions that we are legally entitled to know about. This means where the role is eligible for a DBS certificate at standard or enhanced level as set out in the practice guidance, Safer Recruitment 2026. This is also applicable where a Basic Disclosure is required for this role. Where we are in any doubt as to whether the role is eligible for a DBS certificate, or whether we are legally entitled to ask an individual about convictions and cautions, we will seek advice from our umbrella body Thirtyone:eight, who administer the DBS process on behalf of St Albans Diocese.
3. KCM is committed to 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.
4. KCM actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those who have criminal records. All paid posts or voluntary roles in KCM will be risk assessed as to their eligibility for a DBS, in accordance with the ***Safer Recruitment and People Management Code of Practice, 2026***. For those positions where a DBS is required, a confidential declaration as to whether there is any reason why the applicant should not be working with children or adults who may be experiencing abuse or neglect must be completed by the applicant as part of the application process. All application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate is required and that any offer of employment will be conditional on this being satisfactory.

5. At interview, or in a separate meeting, 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 a withdrawal of a conditional offer for the post/role.
6. We will make every person who is subject to a DBS aware of the existence of the DBS code of practice and make a copy available on request.
7. Whenever a confidential declaration form or DBS certificate indicates that the applicant has a criminal record, or has other information of concern, the details will be referred to the Diocesan Safeguarding Officer for consideration by the DSO, and in more complex situations, the Diocesan DBS panel as to whether the criminal record is relevant to the applicant's suitability for the post/role. The DSO and the Diocesan DBS panel members are suitably trained in the relevant legislation relating to the employment of ex-offenders (for example, the Rehabilitation of Offenders Act 1974) and to assess the relevance and circumstances of the offences.
8. KCM undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

This Policy will be reviewed annually.