

Diocese of London, Edmonton Area

The Parish of St. George, Enfield



Parish Policies Pack

Year 2026-2027

Contents

1. Parish Policies Pack
2. Safeguarding Policy
3. Safeguarding Action Plan 2026-27
4. Health and Safety Policy
5. Accessibility and Disabled People Policy
6. Equal Opportunities Policy
7. Risk Assessment Policy
8. Risk Assessment 2026
9. Fire Risk Assessment Policy
10. General Data Protection Regulation (GDPR) Policy
11. Reserves Policy
12. Social Media & Live Streaming Policy
13. Policy Statement on Recruitment of Ex-Offenders


Parish Policies Pack

The Parochial Church Council of the Parish of St. George, Enfield agreed to accept and endorse the policies included in this Parish Policies Pack for the year 2026-2027 as set out by the Diocese of London.

The whole contents of this pack should be reviewed annually by the PCC and this pack should be signed by the Incumbent and two elected Churchwardens at the first PCC meeting held immediately after the Annual Parochial Church Council Meetings in April.

This pack is valid for the year 2026-2027 until the APCM in 2027 and was re-approved at the PCC meeting held on Sunday 26 April 2026.


Incumbent Revd. Taemin Oh

 Date 6 May 2026

Churchwarden Mrs. Ajoke Alaoye

 Date 6 May 2026

Churchwarden Mrs. Jane Jenner

 Date 6/5/2026



St George Enfield
SAFEGUARDING POLICY STATEMENT

The following policy was agreed at the Parochial Church Council (PCC) meeting
held on

Sunday 26th April 2026

In accordance with the **House of Bishops' Policy Statements 'Promoting a Safer Church' (2017)** and **'Protecting All God's Children' (2010)** and the **Diocesan Safeguarding Policy 'Promoting a Safer Diocese' 2023** our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Church Safeguarding Officer (CSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- - maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints :

Ajoke Alaoye and Jane Jenner as the Parish Safeguarding Officers (PSO)

Incumbent : Fr Taemin Oh

Churchwardens: Ajoke Alaoye and Jane Jenner

Parish of St George, Enfield

Safeguarding Action Plan 2026				
Area for action	Task to be completed	Target date	By whom	Date completed
New audit actions for this year: (year)				
All PCC members to have completed mandatory training	1 PCC member to complete Foundation training	End of 2025	IL	December 2025
Parish Website needs to be updated with current Safeguarding Officer names	Safeguarding Officer names to be updated following APCM	End of 2025	TO/JJ	January 2026
Guidance for DBFs, PCCs and Religious Communities: Identifying and Reporting Safeguarding Serious Incidents to the Charity Commission	This resolution to be passed and guidance to be referenced in our Parish Policies Pack for 2026	In prep for 2026 APCM	TO/JJ	PCC Meeting : 10 February 2026
All regular hirers of our Church Hall to confirm they have a Safeguarding Policy and uphold the principles set out within it.	Email to be sent to all regular Church Hall hirers to request they send a copy of their Safeguarding Policy to the Hall Manager. If not possible then they completed the statement that they adopt the Diocese of London Safeguarding Policy and uphold its principles within their hiring.	February PCC Meeting	RB/JJ	PCC Meeting: 10 February 2026
Ensure Team Jesus Safeguarding is fully compliant.	Assess the arrangements for Team Jesus, ensure appropriate safeguarding measures are in place.	PCC Meeting by Qtr 2	TO/JJ/AA	
Approve Action Plan		Feb PCC Meeting	TO/JJ	PCC Meeting: 10 February 2026

Approve Risk Assessment		Feb PCC Meeting	TO/JJ	PCC Meeting: 10 February 2026
Safer Church Poster to be displayed in Vestry toilet	Display frame and copy of poster to be fixed in appropriate place within the vestry toilet for congregation to access information in private setting.	March 2026	AA/TO/JJ	
Headings/Signage to be added to the Noticeboard at rear of Church	Appropriate headings to be displayed to give clearer signposting of information set out on Noticeboard	March 2026	AA/JJ	March 2026

Completed by: Jane Jenner

Role in Parish: Parish Safeguarding Officer/Churchwarden

Date: 5th February 2026

Approved by PCC

Date: 10th February 2026

Key :

AA : Ajoke Alaoye
 JJ : Jane Jenner
 IL : Irene Lukanga
 RB : Roni Battley
 TO : Fr Taemin Oh

Health and Safety Policy

Our policy so far as practical, is to provide and maintain safe and healthy conditions, equipment and systems of work for all people including employees, casual labour, voluntary helpers and visitors; providing them with such information, training and supervision as they need for this purpose while using the church premises.

We will also endeavour to ensure, so far as is reasonably practical, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, Garden of Remembrance and associated buildings.

Overall responsibility for Health and Safety is that of the incumbent.

It is the responsibility of the churchwardens to ensure that the arrangements outlined in the policy are carried out and updated as necessary.

The Parochial Church Council has the general responsibility to ensure that the Health and Safety Policy is implemented.

Accessibility and Disabled People Policy

This policy is aimed at helping us to make our church more welcoming and accessible to people with disabilities. The term 'disability' covers a wide range of impairments, physical and mental in nature. Although a barrier usually occurs because of a disability, it is caused by the situation rather than by the disability itself.

As set in the diocesan guideline 'Provision for people with disabilities,' the PCC agreed to accept and endorse this policy by adopting The Equality Act and introducing Access Statement by completing Access Audit.

Previously, this PCC agreed to provide;

- One disabled car parking space adjacent to the South Porch of the church and Car drop off point at the South Porch.
- Slip mats in the Tower doorway and internally at the North door.
- Handrails to Lady Chapel, Chancel and Organ Chamber.
- Outside lighting to the Tower and North doorways.
- Outside lighting to the Vicarage and its North facing wall – overlooking the South Porch of the church.
- External pavement width for wheelchair users to the Garden of Remembrance.
- Induction loop and Sound System.
- Large Print Order of Service and Hymn Book.

The PCC agreed that this Policy should be regularly reviewed and any further requirements of improvement should be discussed at the PCC.

The Parish of St George, Enfield

Policy Statement on Equal Opportunities

The Church of England's Equal Opportunities Policy aims to create a diverse, inclusive, and supportive environment for all individuals, ensuring no discrimination based on various characteristics. The Parish of St George, Enfield will adopt and uphold this policy.

Overview of the Policy

The Equal Opportunities Policy is part of the Church of England's commitment to fostering equality, diversity and inclusion within its communities and workplaces. This policy applies to all aspects of employment and ministry, including recruitment, training, promotion and conduct. It emphasises the importance of treating all individuals fairly and consistently, regardless of their background or personal characteristics.

Key Principles

1. Non-discrimination.

The policy prohibits discrimination based on sex, gender reassignment, race, disability, age, sexual orientation, religion or belief, marriage and civil partnership, and pregnancy and maternity. It aims to ensure that all job applicants, employees and volunteers are treated equally.

2. Commitment to Diversity

The Church recognises that value of diversity and aims to reflect the communities it serves. This includes actively seeking to recruit individuals from under-represented groups and ensuring that their voices are heard and influential within the organisation.

3. Training and Awareness

All staff and volunteers receive training on the Equal Opportunities Policy to ensure they understand its provisions and their responsibilities. This training is essential for fostering an inclusive environment.

4. Monitoring and Compliance

The Church maintains records to monitor the effectiveness of the policy and ensure compliance with legal requirements. Regular reviews are conducted to assess progress and make necessary adjustments to improve equality of opportunity.

In summary the Church of England's Equal Opportunities Policy is a comprehensive framework designed to promote equality, prevent discrimination and foster an inclusive environment for all individuals involved in its ministry and congregations.

April 2026

Risk Assessment Policy

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and execute its strategies.

Realising that all organisations face risks relating to programmes of events, buildings, contents and users, the Parochial Church Council of St. George Enfield has produced in accordance with the Charities Acts of 1993, 2006 and 2016 and direction of LDF the attached Risk Assessment Charts.

Risk Management seeks to identify the likelihood and impact of factors that would adversely affect the church and therefore implements preventative controls.

The PCC has considered the risks to which St. George's Church could be exposed and has delegated areas of responsibility of oversee to those identified on the Risk Assessment Sheets.

A second Risk Assessment file has been drawn up by the Hall Manager and forms part of this Policy Statement.

The Churchwardens and Hall Manager will act on behalf of the Parochial Church Council, reporting their findings and suggestions.

The ultimate responsibility for Risk Management rests with the Parochial Church Council and this should be reviewed on a regular basis.

Parish of St George, Enfield

Risk Assessment

Date of risk assessment: January 2026

Time/frequency: Annually or before if required.

Church Officers responsible : Vicar and Churchwardens

Date to be reviewed: January 2027

Potential Hazards	Who is at risk?	Measure established to reduce risk	Risk Rating	Preventative Measure	Responsibility
Incumbent is suddenly not available for Service	Congregation arriving for service with no prior knowledge of change of circumstances	Churchwardens and Parish Admin Officer are aware of procedures to engage a priest to cover a service when incumbent not available. If cover not available then Verger is trained to cover service by extension. Prior approval by Bishop has been sought	1	Close communication network between Incumbent, Churchwardens and Parish Admin Officer. Online calendar so dates can be identified.	Incumbent Churchwardens Parish Admin Officer
Church Building damage	All Church users	Senior Leadership Team of the church have keys and access to the Church. All are aware of the necessity to keep the church safe and surrounding area. Good leadership skills and peoples management to ensure all people in the area are kept safe and free from harm.	2	Resources available to assist in keeping area safe and hazard free prior to emergency workforce arriving	Senior Leadership Team
Member of Congregation being taken ill during a service	Members of Congregation	Some members of the Leadership Team are First Aid Trained plus member of PCC - fully trained State Registered Nurse.	1	Churchwardens and Welcomers are placed within the church to	Churchwardens and Welcomers

Parish of St George, Enfield

Risk Assessment

Date of risk assessment: January 2026
 Church Officers responsible : Vicar and Churchwardens
 Time/frequency: Annually or before if required.
 Date to be reviewed: January 2027

Potential Hazards	Who is at risk?	Measure established to reduce risk	Risk Rating	Preventative Measure	Responsibility
Safeguarding	Everyone who comes to our Church premises	Fully displayed required documents on Noticeboard and Website of our Safeguarding Policy and our commitment to uphold the principles. People are signposted to who they need to report/contact any potential incidents. All PCC Members and Leadership Team are compliant in their training. Welcomers are supported by Churchwardens and Leadership Team during regular worship who are alert to any potential safeguarding risks. Safeguarding is a mandatory item on PCC Agendas, meetings held monthly. Opportunity for all to discuss/report safeguarding issues.	3	be alert and deal with such a situation Ensure that everyone understands the concept of safeguarding and it is a collective responsibility. Training must be kept up-to-date. Congregation know who to contact if they need to report.	PSO to ensure training is updated by all officers. Everyone is vigilant to any potential risks.
Church Finance	Financial status and reputation of our Church	Finance Officer and Treasurer oversee the financial accounts of the Church. On a weekly basis the Finance Officers shares update with	2	Safe keys are only kept by Incumbent, 2 Churchwardens and Finance Officer.	Finance Officer, Treasurer, Incumbent and

Parish of St George, Enfield

Risk Assessment

Date of risk assessment: January 2026
 Church Officers responsible : Vicar and Churchwardens
 Time/frequency: Annually or before if required.
 Date to be reviewed: January 2027

Potential Hazards	Who is at risk?	Measure established to reduce risk	Risk Rating	Preventative Measure	Responsibility
		Treasurer, Incumbent and 2 Churchwardens on recent transactions and balances. Total transparency so all above officers are aware of current situation. Finance Report regularly given at monthly PCC Meetings. PCC will comply with the necessity to report all Serious Incidents (safeguarding and otherwise) to the Charity Commission.		PCC understand and approve annually the need to report any Serious Incidents to the Charity Commission.	2 Churchwardens
Leadership continuity	St George's Church	PCC is structured so that an appropriate portioned rolling 3 year membership creates a basic sustainable committee with experience. In preparation before APCM identify new members and create leadership atmosphere to benefit all.	2	Continue with existing control measures, always aware of the need to recruit.	Incumbent and 2 Churchwardens
Health & Safety	Everyone who comes to our church buildings	Health and Safety Policy is in place and annually reviewed. Leadership Team with PCC to be vigilant to identify any potential hazards and react accordingly if one arises.	1	Continue to be vigilant in making our church buildings safe for all.	PCC

Parish of St George, Enfield

Risk Assessment

Date of risk assessment: January 2026

Time/frequency: Annually or before if required.

Church Officers responsible : Vicar and Churchwardens

Date to be reviewed: January 2027

Potential Hazards	Who is at risk?	Measure established to reduce risk	Risk Rating	Preventative Measure	Responsibility
Fire Evacuation	Those present on church premises at time of fire.	All hazards and incidents to be reported at PCC meetings. The church has 3 main exits which are clearly marked plus fire extinguishers in church. Welcomers and Leadership Team would direct congregation to appropriate exit and muster in car park adjacent to school if fire was not located near to that area.	1	Ensure fire exits are clearly marked, keep fire extinguishers serviced regularly and instruct Welcomers what to do in the event of fire.	Leadership Team and Welcomers
Dangerous Intruder	People in the church at that time.	Leadership Team to be vigilant and safeguard the congregation in church at that time. Address the situation with calm and logical thinking to reduce the risk. If necessary put the church in lockdown and telephone the emergency services. Doors to be locked when Leadership Team are on their own or small number.	5	Continued vigilance by Churchwardens and Welcomers during service. Leadership Team to be aware when people are in church for non-services	Leadership Team and Welcomers

Parish of St George, Enfield

Risk Assessment

Date of risk assessment: January 2026

Church Officers responsible : Vicar and Churchwardens

Time/frequency: Annually or before if required.

Date to be reviewed: January 2027

Risk level	Need for action during planing
R1 Low–negligible risk	There is no need for any redesign of the basic concept
R2 Small risk	A limited redesign of the basic concept might not be needed
R3 Average–high risk	A thorough redesign of the basic concept is recommended for parts related to identified risks
R4 Severe risk	A redesign of major parts of the basic concept is necessary to reach a less than average risk
R5 Very severe risk	Any further development of the design concept is not permitted until the identified risk is reduced to a less than average risk

Fire Risk Assessment Policy

In accordance with legal requirements 'Fire Precautions in the Work place 1997, 1999' and 'Regulations 2005 Reform,' the Parochial Church Council has appointed the churchwardens to examine the Church and Parish Hall and Community Centre quarterly and identify any potential and significant hazards that could lead to fire endangering congregation, visitors, contractors, staff and Hall hirers. In their risk assessment six steps are to be addressed as below:

1. Identify Fire Hazards
 - * Sources of ignition; Mains Electric / Lighting / Portable electrical equipment / Arson / Candles / Matches and lighters
 - * Sources of fuel; Gas / Cleaning agents / paper of all kinds / Candles
 - * Sources of oxygen; Oxygen i.e. air flow through doors, windows and drafts
2. Identify People at Risk
 - * People especially at risk; congregation, Hall users i.e. regular and one off hirers and staff
 - * People in the building; visitors, contractors
3. Evaluation
 - * Remove or reduce the risk from the listed above by ensuring the following is in place:
 - Detection Apparatus / Fire Fighting Equipment / Signs and Notices / Escape Routes
 - Regular maintenance of equipment in both Church and the Hall
4. Records
 - * It is most important that all records of assessment, together with maintenance sheets left by engineers after their regular visits are kept on file and within the Church Log Book.
5. Lighting and Power Plugs
 - * All lightings and power plugs in church and the Hall should be inspected every five years by fully qualified NICEIC electrical engineers. Documented evidence should be filed within the Church Log Book.
6. Inform, Instruct and Train
 - * Relevant people should be trained in the use of fire extinguishers.
 - * Emergency Plan and Escape Routes should be displayed clearly in all rooms of both Church and the Hall next to the doors of escape. Instructions are to be followed by those in charge in the event of fire i.e hall caretakers, leaders of regular and one-off hall hirers, including Welcomers and Churchwardens.

Mustering Points for Hall Users should be indicated.

Mustering Points for Church Users to be known by all Welcomers and all seeking to ensure people's safety and speedy evacuation of the building.

General Data Protection Regulation (GDPR) Policy

General Data Protection Regulation (GDPR) is both lengthy and complex. However, many of the steps needed to ensure compliance are simple 'common sense' that our PCC and clergy following good practice. There is no reason why compliance with the law should create any difficulties for us in carrying out our activities and mission.

The current position is that PCC is exempt from the notification requirements if they only collect the following basic data:

* Electoral Roll, Gift Aid Records, Accounting Records, Employee Payroll Records, Membership lists of groups within the parish ("Friends", Mothers' Union etc).

If PCC holds more than the simple basic data outlined above, or hold records on other matters (such as pastoral issues) they should notify. PCC minutes are one area in which to exercise particular care. It may be that certain sensitive matters arise at PCC which make notification unavoidable.

According to the 'GDPR Principles', the PCC keep below as principles:

- * It must be both fair and lawful to hold the Data;
- * Data must only be used for specified purposes. Individuals should be told (in simple, broad terms) how their information is to be used, and given an opportunity to opt out;
- * Information held must be relevant and proportionate for the purpose to which it relates. It must be kept for no longer than is necessary;
- * Data must be accurate and up-to-date;
- * Data must be kept securely and processed only by authorized Data Processor(s). Therefore, we agreed to adopt and endorse the General Data Protection Regulations (GDPR) Policy in the Diocese of London, appointing Churchwardens, PCC Secretary, Parish Administrator, Gift-Aid Officer, Finance Officer, Hall Manager and Incumbent as Data Protection Officers and/or Data Processors who have right to have an access to the necessary information, stored within the parish.

The overall responsibility for compliance with the General Data Protection Regulations (GDPR) is the incumbent of the Parish and this policy should be reviewed on a regular basis.

Reserves Policy

It is the policy of the PCC of the Parish of St. George's Enfield to hold in unrestricted reserves the equivalent of three months' general running costs to cover unforeseen emergencies.

This policy will be reviewed annually when the PCC reviews the Parish Policies Pack after the APCM.

The average monthly running cost of the parish for both the Church and the Parish Hall and Community Centre is £12,000.00, therefore £36,000.00 should be reserved as unrestricted fund in our account.

The Parish of St George, Enfield

Social Media & Live Streaming Use Policy

Policy Statement

The internet provides unique opportunities for the members of St George, Enfield to promote activities and events, share information and participate in interactive discussions on particular topics using a wide variety of social media plus the managing of live streaming but to ensure it is done respectfully, legally and in line with our safeguarding commitments.

We actively encourage St George, Enfield to use these mediums but we also recognise that use of social media can potentially pose risks to our church confidential information and reputation and can jeopardise its compliance with legal obligations.

To minimise these risks, to ensure information is only shared for appropriate purposes, we expect all members of our Church to adhere to this policy both on the Church premises and in their own time.

Introduction

This policy should be read alongside all our Church policies. The policy and the procedures that it underpins applies to everyone within our Church community.

“Social Media” is the broad term used for the set of online tools, websites and interactive media plus live streaming that enable users to interact with each other in various ways.

The Parish of St George, Enfield wishes to ensure that use of social media does not expose the Church to security risks or reputational damage plus comply with data protection, copyright and safeguarding laws.

The aim of the policy is to:

- to provide everyone with the overarching principles that guide to e-safety and so they do not put themselves in a vulnerable position when using social media
- to protect children and young people who receive Church’s services and who make use of social media and information technology (such as mobile phones / devices, games consoles and the Internet) as part of their involvement with us
- ensure Church information remains secure and is not compromised
- ensure Church’s reputation is not damaged or adversely affected
- young people and third parties are protected

This policy applies to the use of social media for all purposes, whether during working hours or personal time, and regardless of whether the social media is accessed using Church equipment, public equipment or personal equipment.

Breach of this policy may result in action up to and including prevention of attending our church premises. Any member of the Church suspected of committing a breach of this policy will be required to co-operate with the Church Trustees investigation, which may involve handing over relevant passwords and login details.

Church members will be required to remove internet and/or social media postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may result in legal action.

Responsibility for monitoring and reviewing the operation of this policy, making recommendations for change to minimise risks and ensuring that the policy meets legal requirements and reflects best practice lies with the Parochial Church Council of St George, Enfield.

All members of the Church are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or breach of this policy should be reported to the Parish Safeguarding Officers who will also ensure this policy is accessible and visible to all members of the community.

Regulations

Members should note the following regulations on personal internet presence:

- You are reminded to set your personal settings on social media sites to ensure inappropriate information is not put into the public domain by mistake.
- You should not use your site to attack or abuse colleagues, church members, young people/children or 3rd party organisations with whom Church is actively engaged. You should respect the privacy and feelings of others and be aware that making comments about certain personal characteristics could constitute harassment under the [Equality Act 2010](#) and that you could face prosecution under that or other legislation.
- You should not include contact details or pictures etc. of other members of staff, members or children/young people without their prior permission. Remember that if you break the law on your site (for example by posting something defamatory), you will be personally responsible.
- You must take personal responsibility for your social media content. If you can be identified as working for the Church, you must make sure your profiles, and anything you post, are congruent with how the Church expects you to present yourself to colleagues and other members. You must be mindful that even if you do not name the Church, people who know you and where you attend may still make an unwelcome association with the church. If you are in any doubt about what is and is not acceptable, this must be discussed with the Parish Safeguarding Officer
- Consent must be obtained from identifiable participants, especially for children, young people and vulnerable adults
- Camera positioning will be to focus on the area required and avoid capturing the congregation.
- You must protect Church's interests and you must not publish anything that could directly or indirectly damage these or compromise the Church's reputation.
- You must always show respect to others when using social media. You must and never criticise or make defamatory comments about the Church, young people/children, your colleagues, members of the church or anybody else you come into contact with professionally.
- All music, readings, music and liturgy used in live streams will be covered by appropriate licences. All recordings will be stored appropriately and deleted securely.
- You must not do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - a. making offensive or derogatory comments relating to age, disability, gender reassignment, marital or partnership status, race, religion/belief or non-belief, sex or sexual orientation, or any other distinction;
 - b. use social media to bully another individual
 - c. post images that are discriminatory or offensive or links to such content
- If you think something on your site gives rise to concerns about a conflict of interest and, in particular, concerns about impartiality or confidentiality this must be discussed with the Parish Safeguarding Officer.

Social Media and Young People/Children

As a church working with young people we acknowledge the impact and involvement that social networking & messenger sites/apps have on the lives of young people and their role in the ways which young people interact with each other. There is huge potential for these tools to be used by adults to communicate activities with young people, to encourage them in their faith and to play a part in the discipleship of young people.

At the same time, we acknowledge the dangers and potential risks that these sites can pose to both young people and youth workers and have the potential to be abused as ways of interacting with young people. Therefore, as an organisation any adult using social networking as part of their ongoing work with young people must abide by the guidelines to safeguard both workers and young people involved.

April 2026

The Parish of St George, Enfield

Policy Statement on 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 Parish of St George, Enfield complies fully with the [DBS code of practice](#) and undertakes to treat all applicants for positions fairly.
- The Parish of St George undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- The Parish of St George can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about. A DBS certificate at 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 in the appropriate Police Act Regulations as amended.
- The Parish of St George can only ask an individual about convictions and cautions that are not protected.
- The Parish of St George is committed to the fair treatment of its staff and volunteers, potential staff and volunteers, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- This policy statement on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.
- The Parish of St George actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
- The Parish of St George 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 Parish of St George ensures that all those in the parish who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Parish of St George 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 Parish of St George 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 voluntary position.

- The Parish of St George 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 Parish of St George undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or voluntary position.

Notes

The DBS [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process. This sample policy statement can be used or adapted for this purpose.

This policy statement can also be included within your organisation's equal opportunities policy.

Further information about conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- in addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded
- you can direct applicants to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now 'protected' so not subject to disclosure to employers

A person for whom there are unresolved allegations outstanding will be referred to the Diocesan Safeguarding Team and only allowed to work with children / vulnerable adults following their recommendation.