

Document Details		
Title		Policy Statement on the Recruitment of Ex-offenders
Trust Ref No		1593-41180
Local Ref (optional)		N/A
Main points the document covers		The Trust's policy statement for the recruitment of ex-offenders
Who is the document aimed at?		All staff who recruit to positions in the Trust and recruitment applicants
Owner		Human Resources
Approval process		
Who has been consulted in the development of this policy?		Joint Negotiating Partnership (JNP)
Approved by (Committee/Director)		HR and Workforce Group, Quality & Safety Committee
Approval Date		7 July 2022
Initial Equality Impact Screening		Yes
Full Equality Impact Assessment		No
Lead Director		Director of Nursing and Allied Health Professionals- Director for Infection Prevention
Category		Human Resources
Sub Category		None
Review date		31 March 2024
Distribution		
Who the policy will be distributed to		All staff
Method		Publication on the Trust Intranet
Keywords		Ex-offenders
Document Links		
Required by CQC		No
Other		Disclosure and Barring Service
Amendments History		
No	Date	Amendment
1	Nov 2014	Replaces previous Trust documents. Updated formatting of document and reviewed against national guidance.
2	Jan 2018	Full review undertaken. Insertion of a contents page.
3	July 2022	Document reviewed. No amendments made.

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1. Introduction

- 1.1 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), Shropshire Community Health NHS Trust (the Trust) complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

2. Policy Statement

- 2.1 The Trust will only ask an individual to provide details of convictions and cautions that they are legally entitled to know about. Where 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 Trust can only ask an individual about convictions and cautions that are not protected.
- 2.2 The Trust 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.
- 2.3 The Trust has this policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- 2.4 The Trust 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 Trust selects all candidates for interview based on their skills, qualifications and experience.
- 2.5 A Disclosure is only requested 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, this will be advised to the applicant in the event of being offered the position.
- 2.6 The Trust ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Trust 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.
- 2.7 At interview, or in a separate discussion, the Trust 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.

- 2.8 The Trust 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.
- 2.9 Having a criminal record will not necessarily bar individuals from working with the Trust. This will depend on the nature of the position and the circumstances and background of your offences.
- 2.10 The Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- 2.11 Where posts are exempt for from the Rehabilitation of Offenders Act 1974 the Trust will have access to entire police record of convictions, cautions, reprimands and final warnings, both juvenile and adult, including those considered 'spent' as defined by the Act.