



Employing People with a Criminal Record

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People Responsible: Operations Director

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Wirral Hospice St John's complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Wirral Hospice St John's is committed to the fair treatment of its staff, potential staff or users of its services, regardless of religion or belief, marriage and civil partnerships, race, caste, ethnicity, national origin or skin colour, sexual orientation, responsibilities for dependants, age, disability, gender reassignment, pregnancy and maternity or background.

We actively promote 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. We select all candidates for interview based on their ability to meet all the essential criteria listed on the person specification for each post.

A DBS check is only requested after an assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Operations Director at Wirral Hospice St John's and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Storage and Retention of DBS Disclosures is carefully managed, full details of which can be found in Policy No 44a.

Unless the nature of the position allows Wirral Hospice St John's to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Wirral Hospice St John's who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure 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.

Any disclosure which identifies a criminal record will be sighted only by the countersignatory who signed off the application. They will be required to seek additional advice from the Operations Director as to the action considered appropriate.

The Operations Director will observe the good practice as detailed in the DBS Code of Practice and make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Certificate with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working at Wirral Hospice St. John's. This will depend on the nature of the position and the circumstances and background of your offences.

Should the Operations Director and Countersignatory require further assistance in coming to a decision they may refer the situation in the strictest confidence to the Chief Executive (and Trustee if appropriate), whose decision is final.

Note: For further information on Criminal Records Disclosures please refer to Policy No. HR44a and HR44 Disclosure & Barring Service Checks.