



<b>Policy Number</b>	P-016
<b>Policy Title</b>	Recruitment of Ex-Offenders
<b>Senior Management Team Lead</b>	Ingrid Jenner
<b>Policy Lead</b>	HR Manager
<b>Implementation Date</b>	May 2005
<b>Current Review Date</b>	January 2021
<b>Next formal Review Date</b>	January 2023
<b>Ratifying Committee</b>	People & Culture

### Policy Mapping

<b>Version</b>	<b>Date</b>	<b>Changes made</b>	<b>Section</b>
1 <sup>st</sup> Draft Written	15.05.05	New Policy	All
Policy review	23.01.18	Inclusion of ISA	1 & 2
Review	10.12	Establish if ISA	All
Policy Review	25.06.15	Insertion of DBS and removal of CRB & ISA	All
Policy Review	20.05.17	DBS Application at recruitment stage	All
Policy Review	17.10.18	Complete revision of Policy	All
Policy Review	19.11.19	Policy Review	All

Review	15.01.2021	Amendment to Clause 1.5	All
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## **1 THE PURPOSE**

- 1.1 It is a requirement for St Leonard's Hospice as a registered body with the Disclosure and Barring Service (DBS) to treat all applicants who have a criminal record fairly without discrimination because of a conviction or other information revealed as part of the checking process.
- 1.2 As an organisation using the DBS to assess applicant's suitability for positions of trust, we aim to comply fully with the DBS Code of Practice.
- 1.3 It is recognised that not all applicants applying for roles at St Leonard's Hospice will be required to disclose spent convictions unless there is a legal basis under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- 1.4 St Leonard's Hospice can only ask individuals who complete a DBS application about convictions and cautions that are not protected.
- 1.5 St Leonard's Hospice is committed to the fair treatment of its staff, volunteers, prospective staff & volunteers or users of its services regardless of race, gender reassignment, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity,, age, physical/mental disability or offending background.
- 1.6 This policy will be made available to all DBS applicants at the start of the recruitment process.

## **2 THE POLICY**

- 2.1 St Leonard's Hospice actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcoming applications from a wide range of candidates, including those with criminal records.
- 2.2 St Leonard's Hospice selects all candidates for interview based on their skills, qualifications and experience in relation to the requirements of the post.
- 2.3 The Lead Counter-Signatory and Counter-Signatory will risk assess all new positions which qualify for either a standard or enhanced DBS check to establish if this is proportionate and relevant. The lead Counter-signatory is Ingrid Jenner, Director of People and the Counter-signatory is Sarah Heaton, HR Manager.

- 2.4 Applicants applying for roles which have been risk assessed as necessitating a standard or enhanced DBS check will be made aware during the recruitment process of the requirement to complete a DBS application.
- 2.5 St Leonard's Hospice encourages all candidates who are required to complete a DBS application to provide details of any criminal record at an early stage in the application process. St Leonard's Hospice guarantees that this information is only shared with the relevant Senior Management Team Lead and Lead and Counter Signatories.
- 2.6 At interview or in a later discussion St Leonard's Hospice will ensure an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to a position offered to a successful candidate. **Failure to reveal information that is directly relevant to the position applied for could lead to the withdrawal of an offer of employment.**
- 2.7 St Leonard's Hospice will discuss any matter revealed in a DBS check with a successful candidate before withdrawing a conditional offer of employment.
- 2.8 Members of the Human Resources and Volunteers teams receive appropriate support and guidance relating to checking documents for the purposes of a DBS application. Individuals are also provided with in-house training on how a DBS application should be completed.
- 2.9 Both the Lead Counter-Signatory and Counter-Signatory are responsible for ensuring they familiarise themselves with any changes in official guidance or legislative changes affecting DBS checks. Any changes will be communicated to those individuals (as highlighted in Clause 2.8) involved in the application process. St Leonard's Hospice is committed to ensuring that as an organisation it remains fully up to date in respect of changes in legislation particularly the Rehabilitation of Offenders Act 1974.
- 2.10 If a candidate fails to reveal information that is directly relevant to a position where a conditional offer of employment has been made, this could lead to the subsequent withdrawal of employment with St Leonard's Hospice.
- 2.11 We actively encourage all candidates to disclose details of any offences or convictions prior to the final sign off of a DBS application by a Counter Signatory. We fully appreciate the sensitivity surrounding previous offences and will arrange a convenient time for a confidential and open discussion to take place. We undertake to discuss any information detailed on a DBS Certificate with the individual applicant, preferably in person, before withdrawing a conditional offer of employment.
- 2.12 Before any final decision is made to withdraw a conditional offer of employment, the Lead Counter Signatory or in their absence the Counter Signatory will discuss the matter with the Chief Executive or Deputy Chief Executive. The Chief Executive's or Deputy Chief

Executive's decision is final, having considered all of the facts and requirements of the post.

- 2.13 **Having a criminal record will not necessarily bar anyone from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.