

## Recruitment of ex-offenders policy

**Audience** - All current staff and all potential staff and volunteers

Date of Issue	Revision Date	Next Planned Review Date
July 2021		July 2024
Policy Owner	Approved by	Document Number
Director of HR & Volunteering	SMT	

### Summary of policy

Rennie Grove fully complies with the DBS Code of Practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>). We assess applicants' suitability for positions included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, which includes obtaining criminal record checks processed through the Disclosure and Barring Service (DBS), and undertake to treat all applicants fairly.

This policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process.

### Scope of the policy

This policy applies to all Rennie Grove Hospice Care staff and new staff whose role requires a DBS check. 'Staff' includes but is not limited to all employees and casual and agency staff.

The policy also applies to Rennie Grove's volunteers. However, this policy is not intended to imply or create an employment relationship with volunteers or members of staff who do not have a contract of employment with Rennie Grove.

This policy principally refers to the recruitment process and checking job and volunteer applicants' criminal records. However, the principles are similar where Rennie Grove is checking the criminal records of existing staff or volunteers.

### Policy content

File name & Location

Page

1 of 3

We will not discriminate against any subject of a criminal record check based on a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about.

We can only ask an individual about convictions and cautions that are not protected.

We are committed to the fair treatment of our staff, potential staff or volunteers regardless of their gender, sexual orientation, marital or civil partnership status, age, race (including caste), colour, nationality, ethnic origin, religion or belief, disability or gender re-assignment, or whether that individual has a background of offending,

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 a criminal record.

We select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to the 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 job descriptions and volunteer role profiles will contain a statement that an application for a DBS certificate will be made when an individual is offered the position.

We ensure that all those at Rennie Grove 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, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured conversation takes place about any offences or other matters that might be relevant to the position. Any information revealed on the application form, in a separate disclosure or on a DBS certificate will be checked against the requirements of the role, allowing us to fully risk assess any impact the criminal offence may have. This risk assessment will be carried out by the Director of HR and Volunteering in consultation with the Safeguarding Lead for Children & Adults. After discussion and having fully considered the situation, we may decide to withdraw our conditional offer of employment or volunteering role. An applicant's failure to reveal information directly relevant to the position sought may also lead to withdrawal of an offer of employment or a volunteering role.

Every applicant subject to a criminal record check with the DBS is made aware of the code of practice and that a copy is available on request.

## Related policies and procedures

- DBS policy
- DBS process
- DBS check handling guidance for applicants

- Equality and diversity policy
- Recruitment and selection policy

### Document review

This policy will be reviewed every three years and approved by SMT.

### Change Control

Policy Version	Date of Change	Changed By	Teams Consulted	Brief Description of updates
1.0	July 2021	HR		New policy - to comply with DBS Code of Practice (previously within process)