

Issue: 06/14	HRP 342 Policy Statement on the Recruitment of Ex-Offenders	Review date July 2021
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As an organisation using the Disclosure & Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, St Cuthbert's Care complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a criminal record on the basis of conviction or other information revealed.

St Cuthbert's Care can only ask an individual to provide details of convictions and cautions that St Cuthbert's Care are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the positions one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended) St Cuthbert's Care can only ask an individual about convictions and caution that are not protected.

St Cuthbert's Care is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief or sexual orientation, offending background, responsibilities for dependants, physical/mental disabilities.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

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. Candidates are selected in line with the recruitment and selection policy

For those positions where a DBS is identified as necessary, job adverts and recruitment briefs contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Human Resources must have sight of all original DBS certificates to enable us to record information required by Ofsted/CQC and in line with charity procedures.

Where a DBS 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 Director of Human Resources at St Cuthbert's Care and this information shall only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in St Cuthbert's Care 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 in the relevant legislation relating to the employment of ex-offenders.

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.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request. (<https://www.gov.uk/government/publications/dgs-code-of-practice>).

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

Authorisation and Approval

Name	Job Title	Date
Author: Geraldine Martin	Human Resources Manager	06/09
Approved: Risk Panel		

Change History

Version	Date	Reason	Initials
Version 8.0	June 2014	Review	GM
Version 9.0	June 2015	Review	GM
Version 10	July 2016	Review	GM
Version 11	July 2017	Review	GM
Version 12	July 2018	Review	GM
Version 13	July 2019	Review	GM
Version 13	August 2020	Review	gm

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