

Recruitment of Ex-Offenders Policy

St Helena Hospice complies fully with the Criminal Record Bureau Code of Practise in that all applicants for positions within the Hospice who have a criminal record are treated fairly and are not discriminated against on the basis of conviction or other information revealed in a Disclosure.

Aim and Scope of Policy

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicant's suitability for positions of trust, St Helena Hospice complies fully with the CRB Code of Practise and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed
- The Hospice is committed to the fair treatment of its staff, potential staff or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process
- The Hospice 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. Candidates are selected for interview based on their skills, qualifications and experience
- A disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, all applicants called for interview are encouraged to provide details of their criminal record at an early stage in the application process. This information must be sent under separate, confidential cover, to a designated person within the Hospice, either the Service Director, or Hospice Director, and it is guaranteed that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Hospice to ask questions about an applicant's entire criminal record, the applicant will only be asked about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- At interview an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to this position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- The Hospice makes every subject of a CRB Disclosure aware of the existence of this CRB Code of Practise and make a copy available on request
- The Hospice undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record will not automatically bar an applicant from working with the Hospice.

This will depend on the nature of the position and circumstances and background of the offences.

Staff Responsibilities

The Hospice Director has overall responsibility for the recruitment policy at the Hospice. This responsibility is delegated to other members of the management team as and when appropriate. Expert advice on legal aspects of recruitment or employment issues will be taken when necessary.

References

Rehabilitation of Offenders Act 1974
Data Protection Act 1998
Human Rights Act 1998
CRB Guidance Notes CRB28 – 01/2002