

## **Disclosure & Barring Information**

As from 17<sup>th</sup> June 2013 anyone who is eligible for a DBS check at any level can register to the Update Service for an annual subscription fee of £13. This means it will be possible to change roles and employers within the same sector without the need to apply for a new criminal record check. The individual will need to sign up to this service within 14 days of the date the certificate is issued.

[DBS Update Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **1. THE RECRUITMENT OF EX-OFFENDERS**

- 1.1. As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, the Trust endeavours to comply 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 Disclosure on the basis of conviction or other information revealed.
- 1.2. The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 1.3. The Trust has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- 1.4. The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- 1.5. The Rehabilitation Of Offenders Act (Exceptions Order) 1974 (ROA) allows employers of some occupational groups and professions, including health care workers, to ask job applicants for details of criminal convictions which would otherwise be 'spent' in terms of the Act. Due to the nature of the Trust's work, all posts are exempt from the ROA and all candidates are therefore required to declare any prosecutions or convictions including those considered spent. It should be noted that the definition of work includes voluntary workers

and students as well as NHS staff.

- 1.6. A Disclosure is only requested after a thorough risk 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.
- 1.7. Where a Disclosure 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 guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 1.8. Having a criminal record will not necessarily bar an applicant from working within the Trust. This will depend on the nature of the position and the circumstances and background of the applicant's offences. The Trust will ensure that an open and measured decision 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 could lead to withdrawal of an offer of employment, dismissal or disciplinary action being taken by the Trust.
- 1.9. The Trust makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.
- 1.10. Where a disclosure is to form part of the recruitment process, applicants who are conditionally offered a post will be required to complete a DBS application form accurately and fully via an online portal. In order to avoid lengthy delays in the appointment process, candidates will be required to complete the form, with all necessary supporting information, within five working days of receipt of the paperwork. Alternatively if the applicant is registered with the DBS update service the Trust will seek permission from the applicant to check their DBS status online. This information is only seen by those who need to see it as part of the recruitment process.
- 1.11. The Trust undertakes where appropriate to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. This will be undertaken by the Head of Recruitment.