



Sheffield's Hospice

## **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

- St Luke's is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or criminal history. However, whilst we actively promote equality of opportunity and welcome applicants from a wide range of backgrounds, including those with criminal records, St Luke's has a legal duty to ensure that any individual being offered a position is of sufficient suitability and has not been barred from taking it.
- When a position being applied for is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 ("Exceptions Regulations"), in order to assess the suitability of our applicants St Luke's is required to undertake a criminal records checks from the Disclosure and Barring Service ("DBS"). In requesting and processing the criminal records information of individuals, St Luke's undertakes to fully comply with its obligations under the DBS Code of Practice and to not unlawfully discriminate against any applicant on the basis of any criminal information provided.
- When recruiting for a position based at either our Little Common Lane or Clifford House sites which may involve the opportunity to have contact with our patients, or for any position elsewhere that may involve the same or contact with children, St Luke's will request an enhanced criminal record certificate from the DBS relating to each applicant. For all positions that are included in the Exceptions Regulations but where enhanced disclosure is not required, St Luke's will request a standard criminal record certificate from the DBS relating to each applicant.
- Where an enhanced or standard criminal records check will be required by us prior to an individual being offered a position, this will usually be stated on all relevant application forms, job adverts and recruitment briefs. In these circumstances, we encourage all applicants to provide details of any criminal record on the confidential equal opportunities section of the application form, which should be sent to our HR Department. There will also be an opportunity to disclose this information and discuss it with us at the interview stage.
- In certain circumstances, failure to reveal criminal information that is directly relevant to the position being applied for may lead to withdrawal by us of an offer of employment. It is therefore crucial that applicants disclose all relevant criminal records information to us, and where possible we ensure that applicants have the opportunity to discuss matters relating to disclosed information with us before we withdraw a conditional offer of employment.
- We ensure that all staff of St Luke's who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of information relating to an applicant's criminal history. This includes providing appropriate guidance and training on legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974. We also make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy of this available on request.
- When we request criminal records information from the DBS or where individuals choose to disclose criminal records information, St Luke's guarantees that this information will only be seen by those who need to see it as part of the recruitment process, and we will take all necessary steps to ensure that St Luke's obligations under data protection legislation are complied with.

**Having a criminal record will not necessarily bar you from working with us.**

**September 2018**