

## Statement on the recruitment of ex-offenders

- St Gemma's Hospice uses the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. We comply fully with the DBS Code of Practice and undertake to treat fairly all applicants for positions; we also undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- We are committed to recruiting the best person for each vacancy regardless of gender, race, religion or belief, age, sexual orientation, disability, offending background or any other factor irrelevant to the ability to do the job.
- We promote equality of opportunity for all and welcome 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.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned and the associated recruitment paperwork will explain that a Disclosure will be requested in the event of the candidate being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. This information can be detailed on the application form or, if the applicant prefers, under separate, confidential cover to the HR Department. This information will only be seen by Hospice employees who need to see it as part of the recruitment process.
- Unless the nature of the position allows St Gemma's Hospice to ask questions about applicants' entire criminal record, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all Hospice employees involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences and understand the legislation relating to the employment of ex-offenders i.e. Rehabilitation of Offenders Act 1974.
- At interview or in a separate conversation an open and measured discussion can take place as appropriate on the subject of offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available.
- We undertake 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 necessarily bar you from working with us; this will depend upon the nature of the position and the circumstances and background of your offences.