

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), East and North Hertfordshire NHS Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- East and North Hertfordshire NHS Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- East and North Hertfordshire NHS Trust can only ask an individual to provide details of convictions and cautions that the Trust is legally entitled to know about. This is where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate the Police Act Regulations as amended).
- East and North Hertfordshire NHS Trust can only ask an individual about convictions and cautions that are not protected
- East and North Hertfordshire NHS 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 dependents, age, physical/mental disability or offending background.
- East and North Hertfordshire NHS Trust has a written policy on the recruitment of ex-offenders, which is available on request to all DBS applicants at the start of the recruitment process.
- East and North Hertfordshire NHS 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.
- East and North Hertfordshire NHS Trust selects all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, this will be highlighted to the candidate via the electronic applicant tracker system.
- East and North Hertfordshire NHS Trust ensures that all those in the Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- East and North Hertfordshire NHS Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, East and North Hertfordshire NHS Trust ensures 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.
- East and North Hertfordshire NHS Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.