

## Policy Statement on the Recruitment of Ex-Offenders

- The Prince of Wales 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 DBS Disclosure Check is only requested after thorough consideration has been given as to whether one is both proportionate and relevant to the position concerned. Information available during recruitment will explain that a Disclosure will be requested in the event of the candidate being offered the position.
- We ensure that all Hospice employees involved in the DBS process have been suitably trained. The Hospice uses an umbrella organisation to process DBS checks on its behalf.
- Unless the nature of the position allows The Prince of Wales 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.
- 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. Information disclosed separately will remain sealed and confidential and will only be considered where the applicant has been successfully selected for the role.
- 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 the Hospice in the ways highlighted above.
- 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.
- 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.