

Recruitment of Ex-offenders Policy

June 2025

Summary Information/Record of Approval		
<i>Policy Area:</i>	Human Resources	
<i>Accountable Person:</i>	Director of People Services	
<i>Originated by:</i>	Head of HR	
<i>Approved by committee:</i>	People and Transformation Committee	Date: 10/07/2025
<i>Reviewed and Approved by:</i>	Chief Executive Officer	Date: 10/07/2025
<i>E&D statement</i>	This policy has been reviewed and complies with the provisions of the Equality Act 2010	
<i>Mandatory Read</i>	No	
<i>Latest date of review:</i>	July 2028	

Document History		
Version and Date	By	Comments
v8 2025/06	Head of HR	Schedule update
v7 2022/07	T Holman	Schedule update
v6 2019/10	T Holman	Scheduled update, removal of the term CRB
v5 2016/08	T Holman	Scheduled update and reformatting, CRB repeat disclosure changed from 3 years to 5 years.
v4 2012/12	T Holman	Scheduled update and reformatting.
Distribution:	Electronic Copies issued to: Master Policy Folder (docx format) Staff Web Pages	

Document History		
Version and Date	By	Comments
Scope:		

Policy Statement

1. St Luke's Hospice uses the Disclosure and Barring service to assess applicants' suitability for positions of trust, and therefore complies fully with the Code of Practice. We undertake to treat all applicants to paid and unpaid roles fairly, and not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Accountabilities and Authorities

2. General responsibilities in respect of this Policy are set out in the Governance Policy.
3. In respect of this Policy, these additional accountabilities and authorities are established:
 - The HR Department is responsible for ensuring the use of fair recruitment methods.

Method

4. We are committed to the fair treatment of our staff, potential staff or users of our services regardless of:
 - Sex
 - Age
 - Sexual Orientation
 - Religion/Belief
 - Gender Reassignment
 - Race
 - Disability
 - Marriage/Civil Partnership Status
 - Pregnancy and Maternity
 -
5. We have a written 'Equal Opportunities Policy' for all staff which is made available to applicants for paid or unpaid positions.
6. We ensure the principles of the policy are available to all applicants.
7. We actively promote equality of opportunity for all with the right mix of talent, skills and potential 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.
8. 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.

9. Once the individual is recruited into the position, they will be subject to a repeat disclosure through the disclosure service at five yearly intervals.
10. The nature of the work carried out by the Hospice means that St Luke's is exempted from the 'Rehabilitation of Offenders Act 1974' and this allows us to ask questions about an individual's entire criminal record including 'spent' convictions.
11. We ensure that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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, and the Police Act 1997.
12. At interview, or in a separate discussion, we ensure 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.
13. We make every subject of a Disclosure aware of the existence of the Code of Practice and make a copy available on request.
14. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
15. **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences

Compliance

16. This Policy supports compliance with:
 - Care Quality Commission requirements under the Health & Social Care Act 2008 (Regulated Activities) Regulations 2014.
 - The Health and Safety at Work (etc) Act 1974.
 - The Rehabilitation of Offenders Act 1974.
 - Police Act 1997.

Monitoring and Review

17. This Policy will be reviewed every three years by the People and Transformation Committee, or more frequently if recommended practice or regulations require it.

Training, Education and Development Required

18. State the essential training needed to ensure the effective implementation of the Policy.

References

Ref No:	Source
1	Rehabilitation of Offenders Act 1974
2	Police Act 1997
3	Health & Social Care Act 2008 (Regulated Activities) Regulations 2010

List of Associated Policies

Equal Opportunities Policy

Disclosure and Barring Service Policy and Procedure