

## Policy Statement on the Recruitment of Ex-Offenders

Version:	Review date:	Edited by:	Approved by:	Comments:

1. As an organisation using the DBS (Criminal Records Bureau) Disclosure service to assess applicants' suitability for positions of trust, The Bay Medical Practice complies fully with the DBS (CRB) Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
2. The Bay Medical Practice is committed to the fair treatment of its staff, potential staff or users of its services, age, disability, race, nationality, ethnic origin, sex, sexual orientation, religion and belief, gender identity/expression, marriage and civil partnership or pregnancy and maternity, or offending background.
3. This policy statement on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process and is easily accessible on the practice website.
4. 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.
5. A DBS check 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 DBS check is required (including volunteers), all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
6. Where a DBS is to form part of the recruitment process, applicants are required to provide details of their of "spent" and "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.. We request that this information is sent under separate, confidential cover, to a designated person within The Bay Medical Practice and we guarantee that this information will only be seen by those who need to see it

as part of the recruitment process. If the position is not exempt from the Act, The Bay Medical Practice will ask for details of “unspent” convictions only.

7. Unless the nature of the position allows The Bay Medical Practice to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.
8. Staff involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. They have also received appropriate guidance and training in the relevant employment legislation, including the Rehabilitation of Offenders Act 1974.
9. 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.
10. Individuals that are subject to a DBS check are made aware of the existence of the DBS Code of Practice and a copy is provided on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
12. Should any information come to light during an individual’s employment with the The Bay Medical Practice, this may also cause the individual’s suitability to remain in their current post be to reassessed and if appropriate, the individual may be subject to the organisations Disciplinary Procedure.
13. **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 offence(s).