

Statement of Intent Regarding the Recruitment of Ex-offenders

1. Introduction

- 1.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Nottingham University Hospitals NHS Trust (NUH) complies fully with the 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.
- 1.2 NUH is committed to ensuring the fair treatment of its employees, potential employees or users of its services, and it does not discriminate against individuals on the basis of their ethnic origin, physical or mental abilities, gender, age, religious beliefs or sexual orientation.

2. Implementation

- 2.1 The Trusts statement of intent regarding the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.
- 2.2 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.
- 2.3 A Disclosure is only requested when it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 2.4 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 will only be seen by those who need to see it as part of the recruitment process.
- 2.5 Unless the nature of the position allows NUH to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act, 1974. However, in order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act. These include posts where, in the normal course of their duties, successful applicants will have access to persons in receipt of health services. If the post applied for falls within the above category, it will be exempt from the provisions of the Rehabilitation of Offenders Act (Exceptions Order) 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the act.

- 2.6 We ensure that appropriate individuals in NUH who are 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.
- 2.7 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 or the termination of employment.
- 2.8 We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice, and a copy is available via the Trust's website.
- 2.9 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

3. Summary

- 3.1 **Having a criminal record will not necessarily bar an applicant from working with us.** This will depend on the nature of the position and the circumstances and background of their offences.
- 3.2 If it subsequently comes to light following an individual's appointment, that they have a criminal record and have failed to reveal information that is directly relevant to the position held, it could lead to disciplinary action, including their dismissal.
- 3.3 Advice on the implementation of these guidelines is available from senior members of the Department of Human Resources.