

Policy Statement on the recruitment of ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, University Hospitals Bristol NHS Foundation Trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

- University Hospitals Bristol NHS Foundation 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 dependants, age, physical/mental disability or offending background.
- 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.
- A criminal record will not necessarily bar someone from working for the Trust.
- A DBS check and the level of the check (Enhanced with a check against the barred lists, Enhanced without a check against the barred lists, Standard or Basic) is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are 'protected', so not subject to disclosure to employers and that cannot be taken into account. Further information on the filtering of old and minor cautions and convictions is available on request.
- Our policy statement on the recruitment of ex-offenders, is made available to all DBS applicants at the outset of the recruitment process.
- All applicants will be asked to provide details of unspent criminal records. In line with the Rehabilitation of Offenders Act 1974, details of spent convictions will be requested from applicants for posts which are considered exempt from the Act due to the responsibilities of the role.

- We ensure that all those in University Hospitals Bristol NHS Foundation Trust 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.
 - 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.
 - We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
 - We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.
 - All information received as part of this process will be treated as highly confidential and in line with University Hospitals Bristol NHS Foundation Trust's policy regarding the security, storage and retention of applicants and staff criminal records information, and as required by the DBS Code of Practice.
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