

## Ashgate Hospicecare Policy statement for the recruitment of Ex-offenders



Ashgate Hospicecare is an equal opportunities employer and this statement aims to ensure ex-offenders are treated in a fair and consistent way throughout the application process and their employment. As set out in the Disclosure & Barring Service (DBS) code of practice 2015, DBS applicants will not automatically be discriminated against due to a conviction or other information received as part of the application. Ashgate Hospicecare is committed to the fair treatment of its staff, potential staff or users of its service, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, sex or offenders background. We also recognise the importance of safeguarding our patients, visitors, staff, volunteers and business interests from threat or harm.

Due to the nature of certain roles for which Ashgate Hospicecare employ, the Rehabilitation of Offenders Act 1974 may be exempt. This will apply to posts involving regulated activity, access to vulnerable adults and children and financial management. Non-exempt roles will be subject to Basic DBS checks.

At the start of the application process all applicants will be made aware of the requirement for a DBS check to be undertaken if a conditional offer of employment is made. Applicants will also be made aware of the DBS Code of Practice. Detailed information on DBS checks including Filtering (as introduced in 2013) will be provided.

If a DBS check reveals any disclosable convictions, an open and measured discussion will take place between a member of the Human Resources (HR) team and the applicant on the subject of any offences or other information which has come to light that might be relevant to the role. This discussion will allow Ashgate Hospicecare to make a fair and balanced decision on whether to continue the offer of employment. Having a criminal record may not automatically bar you from employment, but this will be dependent on the nature of the role applied for, an understanding of the background relating to any convictions and the number, type and frequency of any convictions disclosed to us.

Failure to reveal information that is directly relevant to the role may lead to the offer of employment being withdrawn. If already employed, this may be treated as gross misconduct.

Once in employment, staff must inform their manager and HR of any changes to the circumstance that may affect the status of their criminal record check. This may result in their suitability to continue in their role being reviewed.