

Birmingham Hospice
Policy Statement on the Recruitment of Ex-Offenders

Birmingham Hospice (the Hospice) is committed to the fair treatment of staff and potential staff, regardless of age, race, religion or belief, gender, sexual orientation, gender reassignment, responsibilities for dependents, physical or mental disability, marriage and civil partnership or offending background.

As an organisation using the Disclosure and Barring Service (DBS) as part of its assessment of a candidate's suitability for employment, the Hospice complies with the DBS's Code of Practice (copies available from the People Team) and undertakes not to discriminate unfairly against the subject of a Disclosure on the basis of a conviction or other information.

The aim of the Hospice's recruitment process is to select the candidate with the most appropriate mix of talent, skills and potential and in support of this we welcome applications from a wide range of candidates, including those with criminal records. Candidates will be selected for interview based on their skills, qualifications and experience.

Following their interview and as part of the Hospice's standard pre-employment practices, all successful applicants will be asked to provide details of any convictions by completing a Personal Declaration; this should be sent in an envelope marked 'private and in confidence' to the People Team. The declaration of having a criminal record will not necessarily stop an applicant from employment with the Hospice; this will depend on the nature of the post and the circumstances and background of the offences.

The declaration will also inform applicants that the post requires the disclosure of all criminal record information, including details and dates of 'spent' convictions, cautions, reprimands and final warnings.

The Personal Declaration will be considered by the Executive Director responsible for the post in question and the Director of People and Culture. They will assess any conviction in relation to its relevance to the post and against the 'Recruitment of ex offender's checklist'. An open and measured discussion will then take place with the candidate about the offences or related matters that might be relevant to the post. If the post is offered and accepted by the candidate, notes of this discussion will be kept on his or her personnel file. If the decision is made to withdraw the offer of an interview on the basis of the criminal record, the applicant will be informed and an explanation of the decision given.

The Hospice is required by the Care Quality Commission to apply for DBS disclosure for all staff and volunteers who will have, or could potentially have, unsupervised or regular contact with its patients. For such posts, the application for disclosure will be part of the recruitment process and this will be stated on advertisements and application packs for the information of all potential applicants.

Where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions should also be declared.