



Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, HCMS complies fully with the DBS Code of Practice. HCMS undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. All applicants will be treated fairly as part of our Equal Opportunities policy, which outlines our commitment to the fair treatment of staff, potential staff and service users, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

A Disclosure is only requested if it is both proportionate and relevant to the position concerned and relates only to any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

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. We request that this information is sent under separate, confidential cover, to a designated person within HCMS and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

In exceptional circumstances, we may authorise the person selected to start work for an agreed period before the Disclosure is received. However, they will not be able to work unsupervised with children, young people or vulnerable adults until a satisfactory Disclosure is received.

Unless the nature of the position allows HCMS to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 and DBS procedures which filter out old and minor convictions and cautions.

We ensure that all those in HCMS 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/or training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview we ensure that a 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 could lead to withdrawal of an offer of employment.

We make every subject of DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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 offences.