



## **DBS Guidance**

This position is subject to a criminal record check undertaken by the Disclosure and Barring Service, below is our statement on the recruitment of ex-offenders.

Please note that if you are not a current employee of Norfolk Community Health and Care NHS Trust (NCH&C) you will be required to pay for your DBS check. The cost of a DBS Check is £23 for a standard check, and £40 for enhanced, with or without barring. This charge will be deducted from your first month's salary. However, if you are registered with the update service please bring your **original** disclosure with you to interview. This will allow NCH&C (with your consent) to conduct a status check, which may mean you aren't required to pay for a further check.

A copy of the Code of Practice that the Trust abides by can be accessed via the following link: <https://www.gov.uk/government/publications/dbs-code-of-practice>, a hard copy is available on request.

If you wish to discuss any points or disclose any information about a criminal conviction, please contact HR Service Support on 01603 697444.

### **Policy statement on the Recruitment of ex-offenders**

It is a requirement of the DBS's Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process. Therefore this Policy Statement becomes the written policy.

#### **Policy Statement**

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Norfolk Community Health and Care NHS Trust complies fully with the DBS 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. Norfolk Community Health and Care NHS 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 have a written procedure on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process. 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 applicants, including those with criminal records. We select all applicants for interview based on their skills, qualifications and experience. A Disclosure is only requested if relevant to the position concerned. Unless the nature of the position allows Norfolk Community Health and Care NHS Trust to ask questions about your entire criminal

record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Norfolk Community Health and Care NHS Trust who are involved in the element of the recruitment process involving assessment of DBS checks have been suitably supported to identify and assess the relevance and circumstances of offences. 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 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.