

## Policy Statement – Recruitment of Ex-offenders

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Cheshire and Wirral Partnership NHS Foundation Trust (CWP) 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.

CWP 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 policy on the recruitment of ex-offenders, which can be made available to all Disclosure applicants upon request through the HR department.

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.

We ensure that all those in CWP who are involved in the recruitment process receive appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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 disclose information relating to criminal convictions may lead to disciplinary action which could result in termination of employment at a later date.

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.

**Having a criminal record does not automatically prevent you from securing employment with the Trust. This will depend on the nature of the position and the circumstances and background of any offences.**