

STATEMENT ON THE RECRUITMENT & EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, James Paget University Hospitals NHS Foundation 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 individual who is the subject of a Disclosure on the basis of a conviction or other information revealed.

James Paget University Hospitals NHS Foundation 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. The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes 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.

All applicants are asked details of their criminal record on the NHS Jobs Application Form and later on our Trust Declaration Statement. The Trust ensures that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure Appointing Officers have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Employment application forms include a Declaration, which must be signed by applicants, declaring any previous or pending prosecutions or convictions, including those considered "spent" under this Act

All information declared will be treated in confidence and will not automatically debar an applicant from appointment unless the Trust considers that it renders them unsuitable for appointment. In reaching such a decision the appointing officer will consider the nature of the conviction/action, how long ago it took place and any other factors which may be relevant.

The Trust makes every individual who is the subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.

Also, the Trust undertakes 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 an individual from being offered employment with the Trust. Any decision will be made taking into consideration the nature of the position applied for and the circumstances and background surrounding the offences. A full copy of the DBS Code of Practice is available at: www.dbs.gov.uk