



CuroCare

**The Care Homes Regulations 2001 – Regulations 19 (1), (2), (3) & schedule 2 (7)
The Private and Voluntary Health Care Regulation 19 (1), (2) & schedule 2 (2),
National Minimum Standards – Care Homes for Adults Standard 34.8**

MANAGERS SIGNATURE:
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DATE SIGNED

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AUTHORISED BY:
DATE FOR REVIEW: April each year

CUROCARE

HUMAN RESOURCES – RECRUITMENT OF EX-OFFENDERS POLICY

1.0 COVERAGE

1.1 This policy covers all candidates applying for employment with the Company who may have a criminal record.

2.0 COMPANY POLICY

2.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, CuroCare complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. The Company undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

2.2 We actively promote equality 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 qualifications and competence.

3.0 PURPOSE

3.1 To offer guidance to all applicants on how the Company will treat the information revealed from criminal record disclosures, especially those with convictions or offending backgrounds.

4.0 RELATED INTERNAL AND EXTERNAL DOCUMENTS, POLICIES AND PROCEDURES

4.1 G8 Recruitment and Retention

4.2 G14 Equality and Diversity

5.0 RECRUITMENT OF EX-OFFENDORS

5.1 This policy should be made available to all Disclosure applicants at the outset of the recruitment process.

5.2 A Disclosure is only requested where it is required under regulations. Applicants will be briefed that a disclosure will be requested in the event of the individual being offered a position.

5.3 All applicants must provide details of their criminal record on the 'tear off' section of the application form. This information should be sent under separate, confidential cover to the Human Resources Team and we guarantee this information will only be seen by those who need to see it as part of the recruitment process.

5.4 Unless the nature of the position allows CuroCare to ask questions about the applicants entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

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

5.6 Upon application, should the declaration contain criminal convictions, a separate interview/discussion will be arranged to assess the risk this poses to the organisation and its service users. Issues considered will involve; the role of the position applied for, the quantity of offences, the nature of each offence, the severity of each offence, how long the offence(s) took place and the account given by the applicant. 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 a withdrawal of employment.

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

5.8 Having a criminal record will not necessarily bar applicants from working with us. This will depend on the nature of the position and the circumstances and background of the offences.