

Praxis Care RECRUITMENT OF EX-OFFENDERS POLICY

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To be read in conjunction with:

[RECRUITMENT & SELECTION POLICY](#)

[INFORMATION GOVERNANCE & DATA PROTECTION POLICY](#)

[YOUR INFORMATION - PRIVACY NOTICE - EMPLOYEES](#)

1 INTRODUCTION

Praxis Care 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.

As an organisation using the DBS and Barring Service (DBS), Access NI, and An Garda Síochána (depending on jurisdiction) checking service to assess applicants' suitability for positions of care and trust, Praxis Care complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

2 AIM

This policy provides guidance to employees and applicants and it is made available to all at the outset of the recruitment process. The policy actively promotes equality of opportunity for all, with the right mix of talent, skills, and potential and it welcomes 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.

3 SCOPE

All employees current and prospective.

4 POLICY

Police Checks

All candidates who are shortlisted for interview in care positions who come into contact with vulnerable service users will be required to complete an enhanced vetting application prior to interview.

Corporate Services employees will be subject to a basic vetting application check following a conditional job offer.

Candidates who apply for care positions are asked to disclose details of all criminal convictions on their application as it is an essential requirement that we request an Enhanced Disclosure for all roles which involve the care of children or vulnerable adults. An enhanced check discloses an individual's full criminal record, detailing all spent and unspent convictions from the Police National Computer, cautions, informed warnings and other non-court disposals from the Police National Computer, information held by the Disclosure and Barring Service, Access NI, or An Garda Síochána (for positions in regulated activity and information held by the police that is relevant to the role applied for).

A criminal conviction does not automatically render a candidate unsuitable for employment.

If a candidate states on their application form that they have been convicted of a criminal offence, they should be given the opportunity to explain:

- The nature of the offence
- The circumstances surrounding committing the offence
- The penalty imposed as a result of the conviction

At interview the chair of the panel should note the detail surrounding this at the end of the interview notes for review if the candidate is successful. Any subsequent offer of employment will be conditional upon a satisfactory background check. Should convictions be highlighted on a vetting disclosure the scheme manager should complete a risk assessment, the following should be considered;

Nature of the conviction

- Sexual, violent or drug related offences will be strong contra-indications for work with vulnerable groups

Nature of the job

- Sexual, violent or drug offences are relevant if the post involves providing care
- Dishonesty offences are particularly relevant if the post involves handling of money
- Drink/driving offences are relevant if the post involves transportation of goods or persons

When the offence occurred

- Offences which occurred many years previously may be less relevant than recent offences
- Violent or sexual offences may give rise to continuing concern

Frequency of offences

- Repeated offences over a period of years are more likely to cause concern than a single minor conviction.

5 DISCLOSURE OF CONVICTIONS OBTAINED DURING EMPLOYMENT

All care employees have an obligation to disclose to the Organisation of any convictions that they are convicted of during their employment. Employees should also notify the Organisation if they are under investigation of the police for alleged offences that may bring the Organisation into disrepute or if convicted impact your employment.

In the event of a disclosure the Organisation will carry out a risk assessment and a decision will be made based on the nature of the offence and the potential impact on service users. If there is a significant risk or impact to the service users within that service the Organisation will try, where appropriate, to find suitable alternative employment. If suitable alternative employment cannot be found for you your employment may be terminated.

Each employee, across all jurisdictions will also be required to complete a disclosure form annually and must disclose any new charges or convictions over the interim period.

6 RE-VETTING

In Republic of Ireland we are currently under statutory obligation to re-vet employees every 5 years.

In Northern Ireland, England, and Isle of Man employees will be re-vetted if they move positions within the Organisation.

Should a conviction be disclosed on the new enhanced certificate which the Organisation was not previously aware of, the employee may be subject to the disciplinary and dismissal procedure.

7 REVIEW

This policy and any positive action measures associated with it will be reviewed annually and personnel will be advised of any amendments/updates.

The policy will also be reviewed in the event of:

- Changes in legislative requirements.
- Changes in Government Directives or Codes of Practice.
- Changes in statutory or regulatory requirements.