

## Recruiting Ex-Offenders Policy

### Contents

1. Purpose
2. The Rehabilitation of Offenders Act 1974
3. DBS (Disclosure and Barring Service) check
4. Dealing with conviction and recruitment of ex-offenders
5. Data Protection
6. Monitoring and Evaluation

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## 1. Purpose

Shropdoc is committed to equality of opportunity in employment. This policy outlines the Company's approach to the recruitment of ex-offenders.

As an organisation using the Disclosure and Barring Service (DBS) to assess candidates' suitability for positions of trust, Shropdoc 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 DBS check on the basis of convictions, or other information revealed.

This policy statement on the Recruitment of Ex-Offenders is made available to all Disclosure applicants at the outset of the recruitment process. This policy will be published on Shropdoc's website on the job vacancies page.

## 2. The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act provides for anyone who has been convicted of a criminal offence and has been sentenced to less than two and a half years in prison, to be regarded as rehabilitated after a specified period of time where no further convictions have been committed.

A rehabilitation period may vary from six months to 10 years from the date of conviction. During this period the conviction is regarded as 'unspent' (current) and an individual is required to disclose this information to any prospective employer, or their current employer if the offence takes place during their term of employment.

Once this period of rehabilitation has passed, the conviction is regarded as 'spent' (old). In normal circumstances the convicted period does not have to reveal any 'spent' convictions to a prospective employer when applying for a job.

However, some professions within the Health and Social Care sector are exempt from this approach by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

In the case of such excepted professions, employers are entitled to know about all previous criminal record information whether spent or unspent (including reprimands, cautions, and final warnings) and to take this information into account when assessing an individual's suitability for the post.

The Rehabilitation of Offenders Act 1974 does not apply to positions which involved working with or having access to young people or vulnerable adults. Therefore, any convictions and cautions that would normally be considered "Spent" must be declared when an applicant is apply for a position at Shropdoc.

## 3. DBS (Disclosure and Barring Service) check

Shropdoc will apply for an enhanced DBS disclosure if the post is deemed to be in 'regulated activity', The purpose of carrying out an Enhanced DBS Disclosure is to identify whether an applicant is barred from working with young people or vulnerable adults. Any posts that are

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not deemed as not being in 'regulated activity' Shropdoc will apply for a standard DBS Disclosure.

It is Shropdoc's policy that DBS Disclosure must be obtained before the commencement of employment of any new employee. In exceptional circumstances where all other checks have been completed satisfactorily, and only the DBS Disclosure is missing, a full risk assessment of the safer recruitment documentation will be undertaken by the Human Resources Department. This risk assessment can only be signed off and authorised by a member of the Executive Management Team. Exceptional circumstances would only be considered if not starting the applicant would have a detrimental effect on the operational and business need of the organisation and the risk assessment is 'low'.

#### 4. Dealing with conviction and recruitment of ex-offenders

Shropdoc operates a formal process if a DBS Certificate is returned with details of convictions or a candidate shares information about any convictions during the recruitment process.

At the application form stage, applicants will be required to sign a declaration in relation to their criminal record and regarding information that may make them unsuitable to work with young people and vulnerable adults. The self-declaration is only shared with those involved in the recruitment process. Failure to disclose a conviction will result in any offer of employment being withdrawn. The application form, which includes the self-declaration, will be held securely and deleted after a maximum period of 6 months if the applicant is unsuccessful at interview. The successful applicant's application form, which includes the self-declaration form will be held confidentially by the Human Resources Department.

If information is disclosed through the self-declaration form that they have a conviction the Head of People, Estates & H&S will arrange to discuss the information with the candidate regarding their suitability.

If information is disclosed through the DBS check, a discussion will be held by the Head of People, Estates & H&S to obtain further information in relation to the offences disclosed. Should the matter make the individual unsuitable for the position, any conditional offer of employment will be withdrawn.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS Agency directly.

#### 5. Data Protection

Information relating to criminal convictions and offences is classified as special category data and will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Such information will be collected only where there is a lawful basis and, where required, an appropriate policy document in place, and only to the extent that it is relevant and proportionate to the role being applied for. Access to this information will be strictly limited to authorised personnel involved in the recruitment process

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who have a legitimate need to know. All data will be stored securely, retained only for as long as necessary for recruitment and safeguarding purposes, and securely deleted thereafter. The organisation is committed to maintaining confidentiality and will not disclose this information to third parties without a lawful basis.

#### 5. Monitoring and Evaluation

The Head of People, Estates & H&S will be responsible for ensuring that this policy is monitored and evaluated throughout the organisation. This will be undertaken through regular audits of the recruitment process, of personal files and reporting to the designated Safeguard Lead.

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### Approval

Version	Name	Position	Signature	Approved Date
1	Dan Robinson	CEO		06/02/2026

### Related Documents

Document Name
DBS Policy
Recruitment & Selection Policy
Recruitment & Selection Procedure

### Glossary

Term	Description

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