



**RECRUITMENT OF EX-OFFENDERS
POLICY**

Medic Now

Recruitment of Ex-Offenders Policy

Introduction

Medic Now is dedicated to promoting equal opportunities for all individuals, including those with criminal convictions, while prioritising the safety and well-being of vulnerable individuals in our care. This policy outlines our approach to recruiting ex-offenders within the healthcare environment, ensuring compliance with current UK legislation and safeguarding standards.

Scope

This policy applies to all staff members, contractors, volunteers, and applicants applying for roles within Medic Now, particularly those positions that involve access to vulnerable individuals, including children, the elderly, and those with disabilities.

Legal framework

This policy is informed by the following UK legislation and guidance:

- Rehabilitation of Offenders Act 1974 (ROA): Most convictions become “spent” after a rehabilitation period, and do not need to be disclosed for most roles. However, healthcare roles typically require disclosure of both spent and unspent convictions due to their sensitive nature.
- The Exceptions Order 1975 (as amended): Roles involving vulnerable groups are exempt from the ROA, necessitating full disclosure of all convictions (both spent and unspent) during recruitment.
- Safeguarding Vulnerable Groups Act 2006: This legislation establishes a framework for safeguarding vulnerable individuals, ensuring barred individuals are not employed in regulated activity.
- Data Protection Act 2018 and UK GDPR: Criminal records data will be handled in compliance with data protection laws, ensuring fair and lawful processing.
- Equality Act 2010: Protects against unfair discrimination, including against those with past criminal convictions, where such treatment is unjustified.

For specific guidance including Scotland or Northern Ireland, you can find more information here:

- [Rehabilitation of Offenders Act 1974 \(and Exceptions Order 1975\)](#)
 - [Scotland legislation & Guidance](#)
 - [Northern Ireland legislation](#)
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Disclosure of criminal convictions

Due to the nature of healthcare work, most positions at Medic Now are exempt from the ROA. Applicants must disclose both spent and unspent convictions and undergo an appropriate level of DBS (Disclosure and Barring Service) check.

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Disclosure and Barring Service (DBS) checks

Medic Now will conduct appropriate criminal record checks as part of the recruitment process. The required level of DBS check will depend on the role:

- Enhanced DBS Check with Barred Lists: Required for positions involving direct care, treatment or supervision of vulnerable individuals. This check includes all convictions, cautions, and relevant police information.
- Enhanced DBS Check: For roles where access to vulnerable groups is indirect but still requires thorough checks on criminal history.
- Standard DBS Check: For roles without direct responsibility for vulnerable individuals, requiring disclosure of unspent and certain spent convictions.

Use of disclosed information

All disclosed information, whether provided by the applicant or obtained through DBS checks, will be carefully and fairly considered based on:

- The relevance of the offence to the role.
- The nature and seriousness of the offence.
- Time elapsed since the offence.
- Contextual factors and mitigating circumstances. Potential risks posed to patients, staff, and the organisation.

A disclosed conviction does not automatically disqualify an applicant. A thorough risk assessment will be conducted to determine the suitability of the individual for the role.

Failure by applicants to disclose any relevant information could lead to the withdrawal of an offer of employment.

Risk assessment

When a criminal conviction is disclosed or identified through DBS checks, the Clinical Advisory Team at Medic Now will conduct a risk assessment. This will evaluate:

- The safety and well-being of vulnerable patients.
- The nature of the applicant's role, their access to patients, and the level of supervision involved.
- The level of risk posed to other staff members and the organisation as a whole.

Safeguarding considerations

Safeguarding vulnerable individuals is a priority. Medic Now will not employ individuals barred from working with vulnerable groups under the Safeguarding Vulnerable Groups Act 2006 in regulated roles. If a DBS check reveals a bar, the applicant will be disqualified from the recruitment process.

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Confidentiality

Information about criminal records is sensitive and will be handled in strict confidence. It will only be shared with those involved in the recruitment decision-making process and, where necessary, safeguarding leads. Disclosure of criminal records will be managed in compliance with the Data Protection Act 2018 and GDPR regulations.

Support for ex-offenders

Medic Now recognises the importance of rehabilitation and the role that employment plays in the reintegration of ex-offenders. We are committed to offering fair opportunities to ex-offenders where appropriate, provided that employment does not pose a risk to vulnerable individuals, patients, or other staff members.

Where a criminal conviction is deemed manageable within the context of the role, appropriate support and supervision will be provided.

Monitoring and review

This policy will be reviewed on an annual basis, or sooner if there are changes in legislation, to ensure it remains compliant with UK law and safeguarding best practices.

Queries

For further information or clarification regarding this policy, please contact casupport@yourworld.com

By adopting this policy, Medic Now aims to create a fair and safe recruitment process, balancing the need to provide opportunities to ex-offenders with the critical importance of protecting vulnerable groups in healthcare settings.