

As an organisation using the Disclosure and Barring Service (DBS) to assess candidates' suitability for positions of trust, Holt Doctors complies fully with the CRB Code of Practice* and undertakes to treat all candidates for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS and Barred List Check on the basis of a conviction or other information revealed.

Holt Doctors 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.

Our written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity 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 skills, qualifications and experience.

An Enhanced DBS Check and Barred List Check (Adult and Child) is requested as part of our thorough risk assessment and relevant to the position concerned. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested.

An Enhanced DBS Check and Barred List Check (Adult and Child) forms part of our recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Holt Doctors and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

The nature of the position allows Holt Doctors to ask details about a candidate's entire criminal record as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Holt Doctors 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.

At interview, or in a separate discussion, 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 withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the CRB Code of Practice which is available at all times on Holt Doctors website.

We undertake to discuss any matter revealed with the person seeking the position before withdrawing a conditional offer of employment.

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

*Although the CRB Code of Practice document, which is published under Section 122(2) of the Police Act 1997, has not been rebranded following the merger of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority to become the DBS, organizations receiving information from the DBS should still comply with the obligations set out in the document..