

**Clatterbridge Centre  
for Oncology NHS  
Foundation Trust**

<b>Name of Policy</b>
Criminal Records Bureau Checks
<b>What is the aim of the policy?</b>
To ensure that it recruits and retains staff and volunteers in a safe and reasonable manner, to promote equality of opportunity for all candidates with the necessary requirements for the post. Criminal records will be taken into account for recruitment purposes only when a conviction is relevant.
<b>NOTE - Quote directly from policy documentation.</b>
<b>What outcomes do we want to achieve for this policy or function, &amp; for whom?</b>
To ensure that it recruits and retains staff and volunteers in a safe and reasonable manner,
<b>NOTE - Wherever possible in responding to these questions, be specific, &amp; name organisations, individuals &amp;/or equality categories: Race, Gender, Age, Disability, Religious &amp;/or Sexual Identity.</b>
<b>Who are the key stakeholders in the policy?</b>
Candidates who are made an offer of employment by the Trust. Newly appointed staff applying for work which will bring them into contact with patients Retrospective disclosure checks may be made on existing employees with their consent Volunteers, staff with honorary posts, students or work experience placements Staff who work within the finance department and the Trust Board
<b>Who is intended to benefit from this policy, &amp; in what way?</b>
All staff, including staff who are transsexual and have changed their name, and staff who have undergone gender reassignment and have changed their name
<b>NOTE - Wherever possible in responding to these questions, be specific &amp; name organisations, individuals &amp;/or equality categories</b>
<b>What impact will the proposal have on any services currently provided or on our staff and/or stakeholders</b>

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To ensure that the trust recruits and retains staff and volunteers in a safe and reasonable manner. Criminal records will only be taken into account where a conviction is relevant. Having a spent or unspent conviction, caution, reprimand or final warning on a criminal record will not necessarily prevent successful candidates taking up employment within the Trust, this will depend on the nature, circumstances and background to the offence(s) committed

**How do the outcomes help or hinder other organisational objectives, policies or values?**

Helps the organisational objectives of safety and governance

**If there are associated objectives of the policy, what are they?**

None

**Who implements the policy & who is responsible for it?**

HR  
The Lead Signatory or Counter Signatory controls the use of and access to disclosures

**How relevant is the policy to each Equality category? Based on your answers above, is the policy of High, Medium, or Low relevance:**

**(tick one box for each Equality category)**

Category	High	Medium	Low
Age			x

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<b>Disability</b>			<b>x</b>
<b>Ethnicity (Race)</b>			<b>x</b>
<b>Gender (Sex)</b>			<b>x</b>
<b>Religion or Belief</b>			<b>x</b>
<b>Sexual Orientation</b>			<b>x</b>

**Are there any concerns the policy could have a differential impact on the grounds of racial or ethnic origin?**

No

**Are there any concerns the policy could have a differential impact on the grounds of religion or belief?**

No

**Are there any concerns the policy could have a differential impact on the grounds of disability?**

No

**Are there any concerns the policy could have a differential impact on the**

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**grounds of age?**

No

**Are there any concerns the policy could have a differential impact on the grounds of sexual orientation?**

No

**Are there any concerns the policy could have a differential impact on the grounds of gender?**

No

**Is there enough evidence to proceed directly to a Full Impact Assessment?**

Y    N