

Policy 53 Recruitment of Ex-offenders.

Due to the nature of healthcare work and the vulnerable individuals we support, all applicants to ONCE Healthcare Ltd are required to complete an Enhanced Access NI criminal record check, including checks against the adults' and children's barred lists where applicable. If applicable, overseas police checks will also be required if you have lived outside the UK for 3 months or more within the last 5 years.

Under current legislation, the Rehabilitation of Offenders Act (1974) does not apply to this work. However, certain spent convictions and cautions are protected and do not need to be disclosed. These will not be considered in any recruitment decisions, in accordance with Access NI filtering rules.

Having a criminal record does not automatically prevent you from working with us. Each case is assessed individually, considering:

- The nature and circumstances of the offence(s)
- Your role and responsibilities
- The time elapsed since the offence
- Any patterns of behaviour or risk factors
- The protection and wellbeing of patients and service users

If you declare a conviction or caution, you may be asked to submit a confidential written explanation. This will be reviewed by the Compliance Manager and treated with the strictest confidence, in line with the Data Protection Act 2018 and Access NI Code of Practice.

All checks are handled in line with the Data Protection Act 2018 and GDPR, ensuring responsible use, storage, and disposal of your information.

At the point of registration, you will be asked if you have ever:

- Been convicted of a criminal offence
- Received a caution or reprimand
- Been bound over by a court
- Are currently under police investigation in the UK or abroad

If you answer yes, you must provide full details including the offence, date, country/jurisdiction, and authority involved.

Failure to disclose relevant information may result in immediate removal from ONCE Healthcare Ltd's register.

ONCE Healthcare Ltd is committed to fair and inclusive recruitment practices. We do not discriminate against applicants with a criminal background and assess all candidates based on their skills, experience, and suitability for the role.

Contact

info@oncehealthcare.com

(+44)7802469064

oncehealthcare.com

Company number: NI727513

Foundry 8, City East Business Centre, 68-72 Newtownards Road BT4 1GW



oncehealthcareltd



oncehealthcare



ONCE Healthcare Ltd



ONCE Healthcare Ltd



We follow these principles:

- We comply fully with the Access NI Code of Practice.
- All recruitment staff are trained in assessing the relevance of disclosures.
- A criminal record disclosure will only be requested when relevant to the role.
- We ensure confidentiality for all disclosed information.

Candidates are encouraged to submit criminal record details confidentially at the start of the application process.

We actively promote equality of opportunity and welcome applications from individuals of all backgrounds, including those with previous convictions, where it is safe and appropriate to do so.

Office Use Only
Document History

Revision	Date	Created by	Changes made

Contact

info@oncehealthcare.com
 (+44)7802469064
 oncehealthcare.com
 Company number: NI727513

Foundry 8, City East Business Centre, 68-72 Newtownards Road BT4 1GW

