

## DBS & PVG Checks

Due to the nature of Nuffield Health's business we strive to minimise the risk to service users and to protect children and vulnerable adults by undertaking DBS checks (formerly known as CRB checks) for England and Wales or Protection of Vulnerable Groups checks (PVG checks) for Scotland.

As an organisation using the Disclosure Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Nuffield Health complies with the DBS and Disclosure Scotland Codes of Practice.

Nuffield Health encourages job applications from all individuals regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We also undertake not to discriminate unfairly against any applicants who undergo a DBS or PVG check on the basis of a conviction or if any other information is revealed. We promote opportunity regardless of a protected characteristic or an offending background.

At interviews applicants will be advised of the level of disclosure that will be required for the role. The most suitable applicant will be selected and made an offer of employment which is conditional on a number of employment checks, including DBS or PVG. A DBS or PVG Application Form will need to be completed and applicants must declare if they have any spent or unspent convictions or cautions that have not been filtered as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.

Should we receive a DBS or PVG Disclosure which is unsatisfactory, the Recruiting Manager, Senior Manager and Recipient will decide on the relevance of convictions to the specific post and make an objective assessment of whether the offer of employment is withdrawn or can be continued. Factors will include the nature of the conviction and relevance to the role, seriousness of the offence, repeat offences, length of time since last offence(s) took place, examination of circumstances leading up to the offence, the extent of job supervision and the country in which the offence was committed to ascertain whether or not the offer of employment should be withdrawn.

Following investigation and discussion with the applicant the employment/engagement offer may be withdrawn and the reasons for doing so will be explained to the applicant.