



HUNTER

Executive talent for the healthcare sector

Hunter Healthcare Positive Disclosure Policy

Hunter Healthcare is a recruitment agency and business specialising in healthcare services. We do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

This policy explains our policy and procedures that you will need to be aware in respect of positive disclosures should you wish to use our services, whether as a candidate or client. You should familiarize yourself with it and comply with it at all times. Any questions you may have with regard to its contents or what you have to do to comply with it should be referred to Rosie Beckford, Head of Compliance at Hunter Healthcare.

This policy applies to our candidates, consultants, contractors and clients. It does not form part of any agreement with us unless stated otherwise in our contract with you which will be provided to you separately.

Our Head of Compliance has overall responsibility for this policy and for ensuring that our procedures comply with our legal obligations.

This policy is reviewed each year to ensure that its provisions continue to meet our legal obligations and reflect best practice.

All candidates will be required to declare all current or past convictions as part of the application process for posts listed as exempt under the Rehabilitation of Offenders Act 1974 and to declare any disciplinary proceedings, including outcome, whether by a regulatory body, an employer or client of their services.

Hunter Healthcare seek to adhere to the NHS Employer's standard on Professional Registration and Qualification Checks, which can be found here:

<https://www.nhsemployers.org//media/Employers/Publications/employment-check-standards/Professional-registration-and-qualifications-checks.pdf>

Candidates are required to provide details of their professional registrations and qualifications, as required for their application. Hunter Healthcare will:

- request that applicants provide original documentation
- check that all certificates appear genuine and relate to a real qualification. This may include checking basic security features and the presentation of the document. We will consider if the certificate matches other documentation we have seen previously. We may refer to [UK NARIC](#), the UK national agency for the recognition and comparison of international qualifications and skills.
- check that the details on certificates match the information provided by the candidate in their application form. For example, names, dates, course title(s) and grades. It is quite possible that the name given in a qualification certificate will not match that given by the applicant for a number of reasons, such as marriage/civil partnership, or divorce. In such cases, Hunter Healthcare will request additional evidence to validate the change of name.
- retain a copy (scanned or photocopied) on file. When storing information such as this, Hunter Healthcare will comply with data protection legislation.

Candidates have an ongoing requirement to positively notify Hunter Healthcare of changes to their registrations and any criminal or disciplinary proceedings prior to and during an assignment.



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When completing the Hunter Healthcare registration form, the candidate will give permission for Hunter Healthcare to obtain an appropriate DBS check. Should candidates not be willing to give permission they must contact Hunter Healthcare to organise an alternative method of obtaining the DBS check.

When a disclosure indicates that the DBS has made a barring decision against one or both of the barred lists, it is illegal for an employer to allow that person to engage in a regulated activity from which they are barred and Hunter Healthcare will comply with this requirement.

Having a criminal record or a disciplinary record however does not necessarily mean a candidate cannot work in the NHS or wider healthcare sector. Hunter Healthcare will make a fair, non-discriminatory assessment based on the individual's skills, experience and suitability for the post which may involve discussion with the relevant client. We will not, however, place anyone in a regulated activity if they have a DBS check that reveals a conviction, caution or other information without first providing details to the client and obtaining their written permission to do so. When considering disclosure information, we will be mindful of:

- Any legal or regulatory requirements (i.e. in relation to regulated activity);
- The seriousness of the offence;
- The length and type of sentence issued;
- Whether the applicant has a pattern of offending behavior;
- The circumstances surrounding the offending behavior and the explanation offered by the individual.

In the case of a DBS check disclosing adverse information, it will be referred to a Director to decide if they deem the candidate to be suitable for the post. Any convictions will be communicated to the client and it will be for the client to decide if they wish to continue with the booking.

Our DBS policy adheres to the NHS employers standards:

<https://www.nhsemployers.org/-/media/Employers/Publications/employment-check-standards/Criminal-record-checks.pdf?la=en&hash=01BC67B53C2BD0175B40704E91CF2FAB0F15C021>

Hunter Healthcare will not be liable for any losses incurred by any party due to delays to or termination of an appointment, due to candidate disclosures or registrations.