

**TO:** West Gloucestershire Primary Care Trust Board  
**FROM:** Kieth Dayment, HR Systems/Planning Manager  
**DATE:** 20<sup>th</sup> January 2005  
**SUBJECT: POLICY ON THE EMPLOYMENT OF PERSONS WITH CRIMINAL CONVICTIONS**

**1.0 PURPOSE**

1.1 To present to the Board an updated policy on the Employment of Persons with Criminal Convictions which has been developed in conjunction with staff side representatives

**2.0 BACKGROUND**

2.1 This document is a replacement for one of the old Severn NHS Trust policies and introduces revised arrangements for the police vetting of staff who have contact with children or vulnerable adults in line with government policy for healthcare workers.

2.2 A copy of the new Policy is appended for information.

**3.0 DISCUSSION**

3.1 Through discussions locally it is recommended that those staff identified as having regular contact with children or vulnerable adults be vetted every three years through an Enhanced Criminal Record check, from the Criminal Records Bureau. These checks to be undertaken in addition to those normally undertaken as a part of the recruitment process.

3.2 The policy sets out the staff groups identified, how this will be managed and how and by whom decisions will be taken where a criminal conviction arises during employment

**4.0 RECOMMENDATION**

4.1 The Board is asked to approve the new Policy for implementation with immediate effect.