REHABILITATION OF OFFENDERS ACT 1974

The above Act allows certain convicted persons who have not been reconvicted after certain lengths of time to consider their convictions ‘spent’. Under such circumstances a person need not reveal such convictions, even if questioned, when, for instance, applying for a job, or involved in disciplinary proceedings: nor may such a person be dismissed because of such a conviction. (Full details are in DS letter 262/75).

The Act applies to all employees, but an Exceptions Order excludes those employments, the duties which involve direct contact with patients. The reason for this information is to make job applicants and referees aware of this fact. The purpose of the Order is to safeguard the public.

Kirkwood Hospice considers that the following groups of staff are normally liable to such direct contact:

- All nursing staff.
- All medical staff
- All staff covered by the council for AHP, Professions Supplementary to Medicine.
- Administration staff including medical secretaries.
- Therapists and Counsellors.
- Receptionists.
- Hospice caretakers.
- Hospice domestic assistants.
- Ward clerks/assistants.
- Pharmacists and pharmacy technicians.
- Drivers.
- All other staff who regularly come into direct contact with patients on a regular ad hoc basis

A copy of this document is therefore sent to all applicants and referees in connection with the above posts so that (a) **APPLICANTS** are aware of the need to declare all convictions, including ‘spent’ ones on their applications and that failure to do so will result in dismissal or other disciplinary action: and that (b) **REFEREES** are aware that the revelation of knowledge concerning ‘spent’ convictions by way of confidential reference for one of the types of post listed above in no way contravenes the Act and that any such information will be used by the Hospice only in consideration of the applicant for the post where an exemption is appropriate.