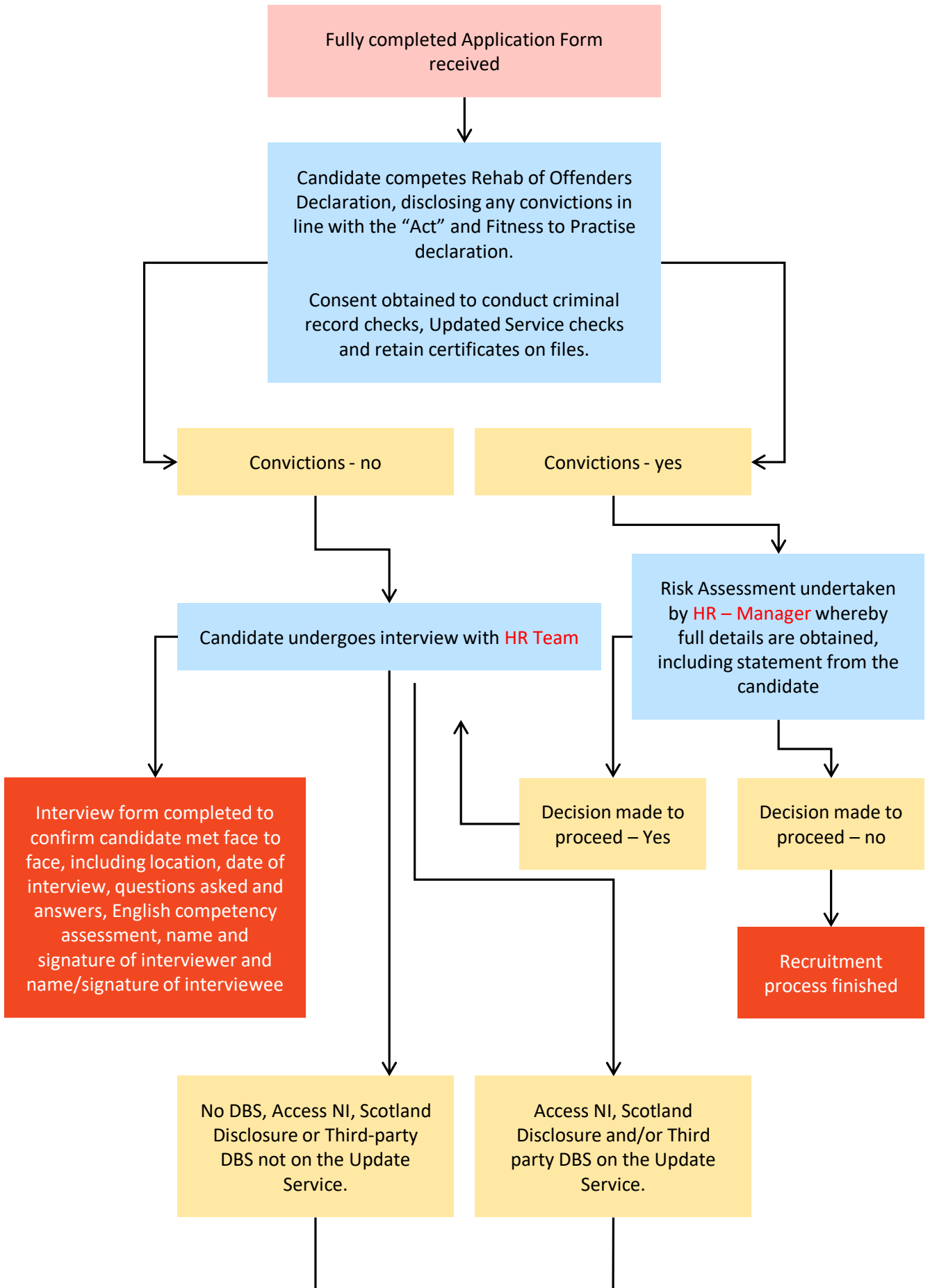# NOVA HEALTHCARE SERVICES

Criminal Records Checking Flow Chart

Criminal Records Checking

```
Fully completed Application Form
received
          │
          ▼
Candidate competes Rehab of Offenders
Declaration, disclosing any convictions in
line with the "Act" and Fitness to Practise
declaration.

Consent obtained to conduct criminal
record checks, Updated Service checks
and retain certificates on files.
```

Convictions - no

Convictions - yes

Candidate undergoes interview with HR Team

Risk Assessment undertaken by HR – Manager whereby full details are obtained, including statement from the candidate

Interview form completed to confirm candidate met face to face, including location, date of interview, questions asked and answers, English competency assessment, name and signature of interviewer and name/signature of interviewee

Decision made to proceed – Yes

Decision made to proceed – no

Recruitment process finished

No DBS, Access NI, Scotland Disclosure or Third-party DBS not on the Update Service.

Access NI, Scotland Disclosure and/or Third party DBS on the Update Service.

Criminal Records Checking

New Disclosure applied for

Original Certification retained on file in line with GDPR 2018. Update Service Check completed to confirm that a valid DBS is in place

Convictions identified (see risk assessment flow if not already completed).

No Convictions identified

Disclosure uploaded to our recruiter system, Nova Healthcare's own portal Any alerts added to ensure Participating Authority is notified and written confirmation received prior to placement

Nova Healthcare own portal system updated with expiry date for new check to be completed

Criminal Records Checking

Fully completed Application Form received, including CV

Identified that candidate has entered the United Kingdom or been resident within the United Kingdom for less than six (6) months

Interview form completed to confirm candidate met face to face, including location, date of interview, questions asked and answers, English competency assessment, name and signature of interviewer and name/signature of interviewee

Candidate undergoes interview with HR Team

Overseas Police Check obtained

No Overseas Police Check available

No convictions identified

Convictions identified

Risk Assessment undertaken by HR Team

Certificate verified with the issuing body to confirm authenticity

Decision to proceed

Disclosure uploaded to our recruiter system, [insert recruiter system name]. Any alerts added to ensure Participating Authority is notified and written confirmation received prior to placement

Confirms over Authenticity

Decision not to proceed

Raised with the NHS Counter Fraud Authority or the local police.