



NOTIFICATION OF COURT APPEARANCES AND NEW CONVICIONS POLICY & PROCEDURE

Updated April 2019 - Reviewed November 2025

All staff are required to notify the Registered Manager of any criminal charges, requirements to appear in court and any criminal convictions, regardless of perceived seriousness, which are made against them. The Registered Manager will discuss this information with the Chief Executive who will be responsible for ensuring that staff who work in registered care services meet the legislative requirements of their posts and pose no threat to vulnerable adults or children.

Action will only be taken against a member of staff in such circumstances where charges or convictions represent a breach of trust against the employer, or where the security of service users is at risk through the continuing contact with the member of staff, or where

ELCAP will also take action where the conviction or charge impacts on the staff member's ability and capacity to do the job for which they are employed. Where a staff member is on remand, she/he may be suspended without pay. If subsequently she/he is found innocent, all lost pay will be refunded.

Action will also be taken against a member of staff who does not disclose any of the above information and it will be viewed as a serious breach of trust and confidence in that staff member.