



## **Policy Statement on the Recruitment of Ex-offenders**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Marine Society & Sea Cadets/ Sea Cadet Corps (MSSC/SCC) complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The MSSC/SCC is committed to the fair treatment of its employees and volunteers, potential employees and volunteers or users of its services, regardless of class; ethnic origin; culture, nationality or race; gender; age; marital status, sexual orientation, responsibilities for dependants, mental or physical ability; political or religious belief or offending background.

This written policy on the recruitment of ex-offenders is made available upon request to all Disclosure applicants at the outset of the recruitment process.

The MSSC/SCC actively promotes equal opportunities for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of candidates, including those with criminal records. The MSSC/SCC selects all candidates for interview based on their skills, qualifications, and experience.

A Disclosure is requested for all positions in the MSSC/SCC where the applicant is likely to have contact with children or is in a position of trust – this will include all applications for employees and volunteers whether instructional staff (uniformed and non uniformed), Unit Assistants or UMC members (charity trustees).

Where a Disclosure is to form part of the recruitment process, the MSSC/SCC encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The MSSC/SCC requests that this information is sent under separate confidential cover to a designated person within the MSSC/SCC and it is guaranteed that this information will only be seen by those who need to see it as part of the recruitment process.

The nature of the position allows the MSSC/SCC to ask questions about an individual's entire criminal record as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) 1975.

The MSSC/SCC ensures that those individuals who make recruitment decisions in the organisation are suitably experienced and qualified to identify and assess the relevance and circumstances of offences. The MSSC/SCC also ensures that those individuals understand the relevant legislation relating to the recruitment or employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the MSSC/SCC will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure by an applicant to reveal information that is directly relevant to the position sought could lead to non-approval of appointment or termination of appointment if discovered at a later date. The MSSC/SCC undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of appointment.

The MSSC/SCC makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and ensures a copy is made available upon request.

**Having a criminal record will not necessarily be a bar to working with the MSSC/SCC.** This will depend on the circumstances and background of the applicant's offences. A statement to this effect is included on the MSSC/SCC recruitment application forms that all applicants have to complete.