



Policy Statement on the Recruitment of Ex-offenders (Scotland)

The Marine Society & Sea Cadets/Sea Cadet Corps (MSSC/SCC) complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for employment or voluntary positions. The MSSC/SCC undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

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

The MSSC/SCC is committed to equal opportunities, to following practices, and to providing a service which is free from unfair and unlawful discrimination. The MSSC/SCC also ensures that no applicant or member of staff is subject to less favourable treatment on the grounds 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, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

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 selection of candidates for interview will be based on skills, qualifications and experience.

The MSSC/SCC will request a Disclosure for all positions where the applicant is likely to have contact with children or is in a position of trust. This will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position, all applications forms, job adverts, careers literature, website, and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, the MSSC/SCC will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. The MSSC/SCC asks that this information be 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.

At interview, or under separate discussion, the MSSC/SCC undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. 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 subject of that Disclosure before withdrawing a conditional offer of appointment.

The MSSC/SCC ensures that all those in Sea Cadet Northern Area Office who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The MSSC/SCC also ensures that those individuals have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. Rehabilitation of Offenders Act 1974).

The MSSC/SCC undertakes to make every subject of a Disclosure aware of the existence of the Code of Practice and ensures a copy will be made available upon request.

Having a criminal record will not necessarily debar anyone from working with the MSSC/SCC. This will depend on the nature of the position, together with the circumstances and background of the offences. A statement to this effect is included on the MSSC/SCC recruitment application forms that all applicants have to complete.