

**FSC CODE OF CONDUCT: CHECKING CRIMINAL RECORDS
DURING RECRUITMENT, SELECTION AND EMPLOYMENT
(Scotland)**



The activities of the FSC in Scotland are regulated by the Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007.

All new FSC employees who are based in Scotland are therefore required to undergo a PVG Scheme check for regulated work with children with Disclosure Scotland.

In addition, individuals from overseas are required to produce a police check statement from their own country. The FSC complies fully with the Disclosure Scotland Code of Practice and undertakes to treat all applicants for positions fairly.

A person with a criminal record will be deemed to be acceptable for consideration for employment, unless they have been barred from working with children through the PVG Scheme or they fail to meet the FSC's internal criteria as detailed below. Note: this also applies to any person who wishes to volunteer for the FSC.

Due to the nature of our business, our internal criteria below relates to people who are subject to a full criminal records check and subsequently means we are allowed to ask questions relating to unspent convictions.

Post Classification & Acceptance Criteria

All FSC posts based in Scotland will require a PVG Scheme check for regulated work with children.

All convictions and / or cautions are acceptable except:

- any offence resulting in the individual being barred from working with children through the PVG Scheme
- any offence resulting in a custodial sentence of more than 12 months
- any conviction in the last 10 years (or caution in the last 5 years) relating to theft/financial irregularities
- any conviction in the last 10 years resulting in a custodial or suspended sentence relating to supplying or offering to supply a controlled drug
- any conviction relating to supplying or offering to supply a controlled drug in the last 5 years
- any conviction resulting in a custodial or suspended sentence relating to possession of a controlled drug in the last 5 years
- any disqualification from driving, due to dangerous/reckless driving or driving whilst under the influence of alcohol/drugs, in the last 5 years (where driving forms part of the role)
- any conviction in the last 10 years (or caution in the last 5 years) relating to falsification of qualifications.

Notes:

The acceptance criteria defined above relate to our internal policy requirements, they do not link to the rehabilitation periods as defined by the Rehabilitation of Offenders Act.

FSC has policy statements on the various aspects of criminal record checking to ensure safe recruitment, selection and employment. All related documentation can be viewed at www.field-studies-council/vacancies or can be accessed by calling HR on 01743 852116.

All posts based in England or Wales will require a DBS check appropriate to the role with the Disclosure & Barring Service (DBS). For posts based in Northern Ireland the appropriate level of check will need to be carried out via AccessNI.