

RECRUITMENT OF EX-OFFENDERS POLICY (England and Wales)

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the Field Studies Council complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.
- We undertake not to discriminate unfairly against the subject of a criminal record check on the basis of a conviction or other information revealed.
- We can only ask an individual to provide details of convictions and cautions that the Field Studies Council are legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate, Police Act Regulations as amended).
- We can only ask an individual about convictions and cautions that are not protected.
- We are committed to the fair treatment of our staff, potential staff and users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records.
- We select all candidates for interview based on their skills, qualifications and experience.
- We will require a criminal record check only where the Field Studies Council has assessed that one is both proportionate and relevant to the position concerned. Where a DBS check is deemed necessary, this will be clearly identified in the recruitment documentation for the post, which will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Should any individual notify us they have a criminal record we will ask them to complete a criminal record self-declaration form and the form will be treated in the strictest confidence. We will emphasise to individuals that they should be honest in their response. We will ask that this form be returned under separate, confidential cover, to a designated person within our organisation and we guarantee that this form will only be seen by those who need to see it as part of the recruitment decision-making process.
- Should any individual notify us at interview they have a criminal record, the interviewing staff will liaise with Human Resources in this regard.

- We ensure that Human Resources staff have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training relating to the employment of ex-offenders.
- At interview, or under separate discussion, we undertake to ensure an open and measured discussion takes place on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We undertake to make every subject of a criminal record check aware of the existence of the Field Studies Council's Code of Conduct and to make a copy available on request. A copy can also be accessed via www.field-studies-council.org/vacancies
- Field Studies Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily debar you from working with the Field Studies Council. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police.

This policy is available to all via www.field-studies-council.org/vacancies

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