



Statement on the Recruitment of Ex-Offenders

We recruit and employ individuals with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Having a criminal record will not necessarily prevent you from working or volunteering with us. This will depend on the nature of the position and the circumstances of your offence(s).

A relevant Disclosure check is required for roles where a thorough risk assessment, including an assessment against eligibility criteria prescribed by legislation, has indicated that one is both proportionate and relevant to the position concerned. We comply fully with the [DBS Code of Practice](#) and the [Disclosure Scotland Code of Practice](#).

Where completion of a Disclosure check is a condition of employment, the job advert and job description/person specification for the role will specify this requirement.

If the responsibilities of a role change and a risk assessment identifies that a Disclosure check is required in order to undertake these responsibilities, we will notify the role holder and they then will be required to undertake the relevant Disclosure check.

We encourage those who are offered a role that requires a Disclosure check or anyone whose role becomes eligible for a Disclosure check to provide details of their criminal record which are not protected in law to us as soon as possible. More details on the Rehabilitation of Offenders Act and spent convictions can be found by visiting [A simple guide to the Rehabilitation of Offenders Act 1974 \(ROA\) - Unlock](#).

We will have an open and measured discussion with you on the subject of any convictions, cautions, reprimands or outstanding criminal proceedings that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment or volunteering (or dismissal, if your role has commenced).

Where you have disclosed to us that you have committed a criminal offence, or where a Disclosure check has revealed this, we will conduct an objective assessment of the impact that this could have on your employment or volunteering. The outcome of this assessment will be discussed with you.

Details on the handling of conviction-related information is available in our Handling of Disclosure Information Policy.