

POLICY STATEMENT REGARDING EX-OFFENDERS

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Related policies	Data Protection Safeguarding
Supply	Via intranet – recruitment, welfare section and www.rafa.org.uk members section
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Policy Statement Regarding Ex-Offenders

- As an organisation using the Disclosure & Barring Service (DBS) (and Disclosure Scotland and Access NI equivalent) to assess applicants' suitability for positions of trust, the Royal Air Forces Association (the Association) complies fully with the DBS 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 Association is committed to the fair treatment of its employees, potential employees, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants on our website.
- 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.



- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, job adverts and job descriptions 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, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process on their application form. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Association to ask questions about the applicants entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in HR who are involved in the recruitment process 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 in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we 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 to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working or volunteering with us. This will depend on upon the circumstances, the particular tasks within the post and the details of your conviction.