

Guidance on the recruitment of ex-offenders

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the Ri 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 a conviction or other information revealed.

The Ri is committed to the fair treatment of its staff, potential staff or volunteers, regardless of age, ethnicity, gender, religion, sexual orientation, age, disability or offending background. 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.

Procedure

The Ri requests Enhanced Disclosures for all volunteers, freelancers and staff members who will have direct unsupervised contact with children and young people or who will have unrestricted access to information relating to children and young people. All relevant application packs will contain a statement that an Enhanced Disclosure will be requested in the event of the individual being provisionally offered the position.

All applicants are asked to provide details of their criminal record in their application. Certain posts are exempt from the Rehabilitation of Offenders Act 1974 and applicants are therefore required to declare all convictions, cautions, reprimands and final warnings that are not 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Applicants for all other posts are only required to declare convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in the Ri who are involved in the recruitment process have been briefed 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.



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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 matter 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.

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 candidates from working with us. This will depend on the nature of the position and the circumstances and background of the offences. Factors which will be important for consideration include:

- The nature of the post applied for.
- Where the post-holder would work
- The level of supervision available to the post.
- The nature of the offending behaviour
- The age at which the offending occurred and the length of time between the offending and the application
- Whether the offending was a one off or part of a history of offending
- Whether the applicant's circumstances have changed to make the risk of re-offending less likely
- Any information offered by the applicant about the circumstances leading up to the offending
- The degree of remorse expressed by the applicant and their motivation to change

Failure to disclose a conviction at application stage will result in an automatic disqualification from the post applied for and all future positions with the Ri.

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