

### **Recruitment of ex-offenders Policy**

- ♦ 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), Hertford Museum complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- ♦ Hertford Museum undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- ♦ Hertford Museum can only ask an individual to provide details of convictions and cautions that Hertford Museum is legally entitled to know about and that are not protected. Where a DBS certificate at either standard or enhanced level 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).
- ♦ The policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process
- ♦ Hertford Museum ensures 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 stage, Hertford Museum ensures 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.
- ♦ Hertford Museum makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- ♦ Hertford Museum undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.