

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

This policy on the recruitment of job applicants with a criminal record, will be made available to all applicants for positions where a disclosure is requested.

As an organisation using the Criminal Records Bureau (CRB) disclosure service to assess applicants' suitability for positions of trust, the MSSC complies fully with the CRB 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.

We are committed to the fair and equal treatment of our current employees, potential employees or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental 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.

A disclosure is only requested after an assessment has indicated that a disclosure is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs 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 and selection process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent confidentially and we guarantee that this information will be seen only by those who need to see it as part of the recruitment and selection process.

Unless the nature of the position makes it necessary for us to ask questions about an entire criminal record, we ask only about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We aim to ensure that staff involved in managing the recruitment and selection process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they receive appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

For short-listed candidates, at interview, or in a separate discussion, we will 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. In return, applicants should be aware that failure to reveal information that is directly relevant to the position sought will normally lead to withdrawal of an offer of employment

We undertake to discuss any matter revealed in a disclosure with the job applicant whenever we feel that it may be necessary to withdraw a conditional offer of employment.

Having a criminal record is not necessarily a bar to working with us. This will depend on the nature of the position and the circumstances and background of the offences disclosed.

Claire Barnett
Company Secretary