

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

1. PURPOSE

- 1.1. ABRSM is committed to the principle of equality of opportunity, and subject to the overriding consideration of protecting children and vulnerable people, undertakes to treat all applicants for positions fairly, and not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

2. SCOPE

- 2.1. This policy is relevant to all potential job applicants, Honorary Local Representatives and examiners. It has particular relevance to those concerned with recruitment.

3. POLICY STATEMENT

- 3.1. As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, ABRSM complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- 3.2. ABRSM is committed to the fair treatment of all its staff, potential staff, representatives, examiners and users of our services, regardless of gender, marital status, religion, sexual orientation, disability, race, age, responsibility for dependants, or offending background.
- 3.3. This written policy on the recruitment of ex-offenders is made available on our website.
- 3.4. ABRSM actively promotes equality of opportunity for all with the right mix of talent, skills and potential and applications are welcomed from a wide range of candidates, including those with criminal records. All candidates are selected for interview based on their skills, qualifications and experience.
- 3.5. 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, all application forms, job adverts and recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 3.6. 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. We request that that information is sent under separate, confidential cover, to the designated person within ABRSM, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- 3.7. Unless the nature of the position allows ABRSM to ask questions about an entire criminal record, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act, 1974.

- 3.8. We ensure that those involved in the recruitment process at ABRSM have been suitably trained to identify and assess the relevance and the 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.
- 3.9. 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.
- 3.10. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- 3.11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 3.12. Having a criminal record will not necessarily bar applicants from working with us. This will depend on the nature of the position and circumstances and background to the offences with due consideration given to our responsibilities to protect children and vulnerable people, and to prevent fraud and inappropriate behaviour in positions of trust within ABRSM.