



# Nottingham Boys Choir

## Statement on the Recruitment of Ex-Offenders

Nottingham Boys Choir (hereafter NBC) aims to promote equality of opportunity for all with the right mix of talent, skills and potential. NBC welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment or from becoming a trustee. This will depend on the circumstances and background to your offence(s).

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, NBC complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. NBC undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- NBC is committed to the fair treatment of its staff and members, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or history of offending.
- We have a written statement (this statement) on the recruitment of ex-offenders which is made available to all Disclosure applicants at the outset of the recruitment process.
- 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 an individual being offered the position.
- Unless the nature of the position allows NBC to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We will ensure that those persons in NBC who are involved in the recruitment process have access to and act upon advice from someone suitably trained to identify and assess the relevance and circumstance of offences<sup>1</sup>.

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<sup>1</sup> NBC use the services of the National Federation of Music Societies (Making Music) to undertake our DBS checks. Making Music are registered with the DBS service to act on behalf of their members in this way. They undertake to ensure that their advisors 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. Making Music will inform NBC whether in their opinion, based on the Disclosure, the applicant is suitable for the position. Making Music will not reveal the contents of the Disclosure to NBC, although the candidate is at liberty to do so. It is NBC policy to act on the advice of Making Music regarding the suitability of applicants.

- 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 matters you wish to raise that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment or the nomination for a trustee position.
- We will make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy on request.

**Having a criminal record will not necessarily bar you from working with us.**

This will depend on the nature of the position and the circumstances and background of your offence.

**Policy reviewed and amended October 2013**

**To be reviewed in October 2016**