

ACO POLICY STATEMENT ON THE APPOINTMENT OF EX-OFFENDERS

Introduction

1. It is a requirement of both the Criminal Records Bureau (CRB) and Disclosure Scotland Codes of Practice that all registered bodies must treat disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. This policy statement is to be given to disclosure applicants at the outset of the application process.

Policy Statement

2. As an organisation using the CRB/Disclosure Scotland disclosure service to assess applicants' suitability for positions of trust, the ACO complies fully with the CRB/Disclosure Scotland Codes of Practice and undertakes to treat all applicants for volunteer positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

3. The ACO is committed to the fair treatment of its volunteers and potential volunteers, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

4. We actively promote equality of opportunity for all with the right mix of talent, skills, potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for volunteer service based on their skills, qualifications and experience.

5. All volunteers in the ACO are subject to disclosure and this is made clear to applicants from the outset. We encourage all applicants to provide details of their criminal record under separate cover as part of the verification of identity and application process and we guarantee that this information will only be seen by those who need to see it as part of the appointment process.

6. We ensure that all those in the ACO who are involved in the appointment process have been suitably trained 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 appointment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

7. 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 appointment.

8. We make every subject of a criminal records disclosure aware of the existence of the CRB and Disclosure Scotland Codes of Practice and make copies available on request.

Having a criminal record will not necessarily bar you from volunteering with the ACO. This will depend on the circumstances and background of your offences or the information revealed to us. However, HQ Air Cadets retains the absolute right for appointing and retaining individuals to volunteer positions within the organisation and is not required to give a reason when an applicant is not appointed or retained.