



ROYAL COLLEGE OF NURSING RECRUITING EX-OFFENDERS STATEMENT

Equality

The RCN is committed to providing equal employment opportunities for all individuals and we promote equality of opportunity for all. We seek a diverse workforce, including those with criminal records.

Application of this statement

This statement is available on our website and intranet, and applies to employees, job applicants, and any other workers or volunteers associated with, or working on behalf of, the RCN.

Codes of practice

We use the Disclosure & Barring Service (DBS) in England, Wales, The Channel Island and the Isle of Man, Disclosure Scotland in Scotland, and Access NI for Northern Ireland. We comply fully with the DBS, Disclosure Scotland and Access NI codes of practice.

We also comply fully with the Rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders (Northern Ireland) Order 1978 and any applicable legal requirements.

We seek to ensure we treat people fairly and that we do not discriminate unfairly against any subject of a disclosure based on a conviction or other information revealed.

Every subject of a disclosure check is made aware of the existence of the DBS, Disclosure Scotland or Access NI Codes of Practice and we will make copies available on request.

Resourcing

We select and assess those who work for us based on their values, behaviours, knowledge, skills and experience.

Having a criminal record will not necessarily prevent you from working with us. This will depend on the nature of the work and the circumstances and background of your offences. If a disclosure is required, we will make you aware of this at the outset. A DBS, or equivalent, check is only requested if it is, in our informed view, relevant to the work.

During the application process for an RCN vacancy, we will ask whether you have been convicted of a criminal offence which is not spent. We will ask you to answer the following question:

Have you been convicted of a criminal offence which is not 'spent' under the Rehabilitation of Offenders Act 1974?

If you answer yes to this question, you will be asked to provide more detail on each unspent offence. Convictions are only considered if they are, in our informed view, relevant to the role being applied for. We will ask similar questions to those we engage on a worker and off-payroll worker basis, and recruitment agencies working on our behalf will do likewise.

Risk assessment

The recruiting manager and the People Resourcing Manager in conjunction with the People Business Partner as required, conduct a risk assessment at the outset of a recruitment process and a disclosure is only requested if the assessment has indicated a disclosure is proportionate and relevant.

If you disclose any unspent offences, we will have an open discussion with you about any that might be relevant to the position, before making a decision on how to proceed. This may include withdrawing any conditional offer of employment or other engagement with us, or the termination of that employment or engagement where it has already begun.

If you do not reveal an offence, particularly one that is directly relevant to the position, during the recruitment process, and this is later identified, it may lead to the withdrawal of any offer of employment or other engagement with us, or the termination of that employment or engagement where it has already begun.

Training

Members of our People and OD Department who are involved in determining whether a disclosure applies are trained to understand relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974, and identify and assess the relevance and circumstances of offences.

Data protection

Applicants will complete a declaration, detailing any convictions of unspent criminal offences, where a disclosure is to part of the recruitment process. This declaration will only be seen by those who need to see it as part of our recruitment process.

The information declared or disclosed by the DBS, or equivalent, or by an individual, will be treated in compliance with the RCN's data protection policy and retention schedule. You can read our privacy notice [here](#).