

Policy on Rehabilitation of Offenders (Enhanced CRB Disclosure)



The National Army Museum (NAM) undertakes to ensure that this policy is provided to all applicants for positions at the NAM which involve contact with children and vulnerable adults and where an Enhanced Disclosure from the Criminal Records Bureau (CRB) is required.

As you apply to join the NAM we will ask you for details about yourself for our files via various forms. As you complete the CRB Disclosure Application Form, (which will be for an Enhanced level Disclosure), we ask you to include details of any convictions spent or unspent on the attached 'Declaration Form'. To ensure confidentiality we ask you to return this information about any criminal record you may have, spent or unspent, in a sealed envelope, marked private and confidential, for the attention of the Head of Department – Human Resources.

Under the Rehabilitation of Offenders Act 1974, ex-offenders have a right not to reveal spent convictions. However, the same Act makes it clear that, where the nature of the work involves contact with children or vulnerable adults, people may be asked to declare **all** criminal convictions, including those which are spent.

We must make it clear that while it is necessary to ask for information on convictions, we will not necessarily exclude people from working or volunteering should they have convictions which are not relevant to the work carried out. Should NAM receive disclosure information which shows a conviction we will take into consideration:-

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place.

The NAM is committed to the fair treatment of all its staff, volunteers, and contractors of which our Equal Opportunities Policy refers. We actively promote equality of opportunity for all and welcome applications from a wide range of candidates. We select all candidates for positions based on their skills, qualifications (where relevant) and experience.