

THE RECRUITMENT OF OFFENDERS AND EX-OFFENDERS

1. The National Gallery undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of a conviction or other information revealed.
2. The National Gallery is committed to equal opportunity for all job applicants and employees. The Gallery's policy is that no applicant or employee should receive less favourable treatment than another on grounds of gender, sexual orientation, gender identity, marital or family status, civil partnership status, disability, race, colour, nationality, ethnic or national origins, religion or belief, age or trade union membership, criminal record or any other condition or requirement which cannot be shown to be justifiable and directly related to the job offered by the Gallery and its essential criteria.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential.
4. We select all candidates for interview based on their skills, qualifications, aptitudes and experience measured against the essential published job criteria.
5. Security Verification ('vetting') forms part of the recruitment process. We will generally request the successful candidate to provide details of their unspent criminal record only. In a very few circumstances for specifically identified roles which carry higher risk, especially where there are safeguarding issues, we will request the successful candidate to provide details of their spent criminal record. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
6. We ensure that all those in The National Gallery and its security partners on site who are involved in assessing the relevance and circumstances of applicants' offences are suitably trained. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the engagement of ex-offenders.
7. At interview, or in a separate discussion, we normally 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.
8. Applicants are advised that failure to reveal information that is directly relevant to the position sought may lead to withdrawal of an offer of engagement.
9. No decision to withdraw an offer of engagement will be taken until the person who is the subject of the security verification information is given the opportunity to discuss the circumstances of any convictions and information revealed by the verification.
10. Some examples of the type of issues to be considered include:
 - a. the nature of the offence;
 - b. the circumstances around the offence being committed;
 - c. length of time elapsed since the offence;
 - d. relevance of the offence (eg someone with a previous conviction for fraudulent activity, is likely be asked for further information about the circumstances around the offence and conviction before being employed in finance, payroll, retail or cash handling roles);

- e. whether coercion, violence or threats of violence were involved;
- f. clarification of identity to cover the extremely rare circumstance of mistaken identity.

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