

DISCLOSURE OF CRIMINAL OFFENCES

It is essential that you read this information prior to submitting your application form.

The terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) apply to posts, roles, positions or placements which constitute regulated work. Dumfries and Galloway College is therefore entitled to ask about previous convictions, as set by Disclosure Scotland [here](#)

Applicants for posts, roles, positions or placements which constitute regulated work are not entitled to and therefore must not withhold information on a criminal conviction, subject to the criteria set by Disclosure Scotland.

Policy Statement

1. Dumfries and Galloway College complies fully with the [Code of Practice](#), issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.
2. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
3. Dumfries and Galloway College actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
4. Due to the nature of the business of the College and the attendance of children and vulnerable adults we will require [PVG](#) membership for all board members of the College.

5. Dumfries and Galloway College will encourage all applicants to provide details of their criminal record at an early stage in the application process. If you are successful at the interview stage to become a board member, you will be asked to complete a form identifying any criminal convictions. We ask that this information be sent under separate, confidential cover, to the Human Resource Department within the College and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
6. The nature of the position is such that we are entitled to ask questions about an individual's entire criminal record, including those convictions that are "spent," by virtue of the [Rehabilitation of Offenders Act 1974 \(Exclusions and Exceptions\) \(Scotland\) Order 2003 \(as amended\)](#). You should therefore declare **all** convictions on your application form, no matter how old these may be.
7. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal any criminal convictions is likely lead to withdrawal of an offer of employment.
8. We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.
9. We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING AT DUMFRIES AND GALLOWAY COLLEGE OR BEING A MEMBER OF THE BOARD. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND NATURE OF YOUR OFFENCES.

If you require any guidance on completion of this section of the form please contact the Human Resource Department via email on humanresources@dumgal.ac.uk