



Glenrothes Amateur Musical Association

(Affiliated to the National Operatic and Dramatic Association)



GAMA's Policy on the Recruitment of Ex Offenders

GAMA undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

GAMA will only request a Standard or Enhanced disclosure where it is necessary and relevant to the position sought.

Where a position requires a disclosure GAMA will make this clear at the recruitment stage.

At interview GAMA will ensure that open and measured discussions can take place on the subject of offences. A written declaration will require to be signed by the applicant. The form will be held, securely and in confidence, by the Child Protection Officer, and shall be seen on 'need to know' basis only.

Failure to disclose criminal convictions may lead to withdrawal of the post.

At interview or when receiving a disclosure which shows a conviction, GAMA 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.

GAMA will ensure that all personnel involved in the recruitment process are aware of this policy and have received relevant training and support.

GAMA will undertake to make a copy of this policy available to any applicant for a post with GAMA that requires a disclosure.