



## RECRUITMENT OF EX-OFFENDERS POLICY AND PROCEDURE

<b>Applicable to:</b>	Stoolball England Volunteer Workforce
<b>Date of Origination:</b>	January 2009
<b>Effective From:</b>	February 2009
<b>Lead Officer:</b>	Stoolball England Welfare Officer
<b>Status:</b>	CURRENT
<b>Approved by the Management Committee:</b>	January 2017
<b>Amendments Approved:</b>	
<b>For Review (Annually):</b>	1 year from approval date

**Stoolball England Welfare Officer**  
**Last Updated: January 2017**

# **RECRUITMENT OF EX-OFFENDERS POLICY AND PROCEDURE**

## **1. POLICY**

Stoolball England will work in partnership with The Media Group who will act as the “umbrella body” in applying for CRB disclosures.

It is of fundamental importance to Stoolball England to ensure so far as possible that those who take up appointments do not pose a risk to the children, young people in its care or involved in the sport of Stoolball. It is therefore appropriate and legal for Stoolball England to apply for and review the past criminal records of those that have or will have significant contact with children and young people.

Stoolball England also considers it essential that the confidential and personal disclosure information from the Criminal Records Bureau (CRB) is used fairly and sensibly throughout its recruitment processes in order to avoid unfair discrimination of applicants.

Stoolball England actively promotes equality of opportunity for all with the right mix of talent, skills and potential. Candidates are selected for interview based on their skills, qualifications, experience and suitability for positions of trust.

Stoolball England complies fully with the provisions of the Criminal Records Bureau (CRB) Code of Practice.

Stoolball England is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

A Disclosure is only requested after a through risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We will request that this information is sent under separate, confidential cover, to a designated person within Stoolball England and we will ensure that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Stoolball England to ask questions about an entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

We will ensure that all those in Stoolball England who are involved in the recruitment process have been suitably trained to identify and assess the relevance and significance of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act and other relevant legislation and guidance.

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At interview, or in a separate discussion, we 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. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

On receipt of a Disclosure with content from the Criminal Records Bureau, Stoolball England shall consider the following:

1. Whether any conviction or other information disclosed is relevant to the position in question
2. The seriousness, significance and/or relevance of any offence or other matter revealed
3. The age of the perpetrator at the time of the offence(s)
4. The age of any victim involved and whether the crime was violent or sexual
5. The length of time since the offence(s) or other matter occurred
6. Whether the applicant has a pattern of offending behaviour or other relevant matters
7. Whether the offence(s) involved a breach of position of trust
8. Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
9. The circumstances surrounding the offence and the explanation(s) offered
10. Any other matters of relevance.

**Having a criminal record will not necessarily bar an applicant from working with Stoolball England.** This will depend on the nature of the position and the circumstances and background of the applicant's offences.

## **2. HANDLING AND STORAGE OF INFORMATION**

(Please read in conjunction with Stoolball England Storage, Handling, Use, Retention and Disposal of Disclosure Information Policy and Procedure).

2.1 All recipients of Disclosure Information will store all confidential documents issued by the CRB securely at all times. As a minimum, documents will be locked in non-portable storage containers separate from personnel records with access restricted to those required to see it as part of their professional duties.

2.2 Once a recruitment decision has been made, Stoolball England will not retain the Disclosure Information or any associated correspondence for any longer than is necessary. In general, this will not exceed 6 months from the date of the formal offer of appointment being made to the applicant. They will also inform The Media Group when the recruitment decision has been made and The Media Group will destroy their records of Disclosure in accordance with their policy and the code of conduct.

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### **3. ASSOCIATED POLICIES:**

3.1 Stoolball England Recruitment and Selection Policy and Procedure

3.2 Stoolball England Storage, Handling, Use, Retention and Disposal of Disclosure Information Policy and Procedure.

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