

## **Model Policy Statement on the Recruitment of Ex-Offenders**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess applicants' suitability for positions of trust, Weston Sailing Club undertakes to comply with the CRB Code of Practice and to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Weston Sailing Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of their gender, age, disability, ethnic origin, colour, religion or belief, social status, sexual orientation or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We make all appointment decisions based on candidates' skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure may be required, all applicants will be informed at the earliest opportunity that a Disclosure may be requested in the event of the individual being offered the position. Applicants will also be encouraged to complete a self-declaration form giving details of their criminal record, which will only be seen by those involved in the recruitment process. If the nature of the position does not allow Weston Sailing Club to ask questions about your entire criminal record, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We will ensure that those who are involved in the recruitment process have access, prior to discussing the position with you, to appropriate guidance on the relevance of offences and on the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.

We undertake to discuss any offence or other matter revealed in a Disclosure, that might be relevant to the position, with the person seeking the position before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This written policy on the recruitment of ex-offenders is made available to all applicants who are asked to apply for a Disclosure. 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.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.