

Recruitment of Ex-Offenders Policy

This policy is for organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work.

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record and who work (paid or unpaid) in an "exempted position" within Kyles of Bute Sailing Club

Kyles of Bute Sailing Club undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in positions within Kyles of Bute Sailing Club

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for, by taking account of;

- 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 the offence took place.

To ensure the correct applicant is appointed and to enable us to determine the relevance of any convictions or conviction to positions applied we will use the following recruitment tools:

Application Form (cross (x) as appropriate)
Self Declaration Form
References
Interviews
Appropriate level of Disclosure Record.

As part of our recruitment policy, we request the appropriate level of disclosure record at the final part of the recruitment stage, when a position has been offered. Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is also an offence to make an application to be considered for such work.

It is an offence for an organisation to offer regulated work to someone who is barred or to fail to remove a person from regulated work if they have been notified that they are barred.