

Sports Traider Charity

Recruitment of Ex-Offenders Policy

INTRODUCTION

Sports Traider Charity is committed to the principle of equality of opportunities. Such commitment is subject to the overriding consideration of protecting people supported or referred to the organisation and adherence to the objectives of the organisation.

DATE APPROVED BY TRUSTEES.....

SIGNED.....

POSITION.....

DATE FOR REVIEW.....

AIMS AND OBJECTIVES

The primary aim of this policy is to ensure that paid or unpaid positions within Sports Traider Charity are open to all and the suitability of applicants is appraised on merit. However, there are some circumstances of criminal or civil convictions where the Trustees may decide that the safety of children, young people or vulnerable adults could be at risk. In these cases, the Trustees have the right and duty to deem an applicant unsuitable for a paid or unpaid position within Sports Traider Charity.

1.

All advertisements for positions within Sports Traider Charity, either paid or unpaid, will inform the applicant that the applicant will need to apply for a disclosure at the level stated.

2. All applicants will be advised of the existence of the Code of Practice of the Criminal Records Bureau and provided with a copy upon request.
3. The Criminal Justice and Court Services Act 2000 makes it an offence to apply for, offer to do, accept or do any work with children (paid or unpaid) if disqualified from working with children. Disqualification can arise from inclusion in either the list of those considered unsuitable to work with children held by the Department of Health or the Department of Education and Employment. In addition, the courts can disqualify those convicted of serious offences from working with children.
The Charities Act 1993 disqualifies individuals who have unspent convictions for offences involving deception or dishonesty from acting as Charity Trustees.
4. Subject to paragraph 3 above, Sports Traider Charity will consider applications for recruitment from individuals who have a criminal record to paid or unpaid positions within the organisation on their merits but the safety of children, young people and vulnerable adults will be a paramount and overriding consideration in determining the matter.
5. A criminal conviction may not necessarily be a bar to be an employee or volunteer for Sports Traider Charity. Certain offences are however so serious that in the light of the nature of Sports Traider Charity's work the existence of a conviction for such an offence will normally preclude the applicant from involvement in certain elements of the organisation on an unpaid or paid basis:
 - Offences against children or against a person
 - Sex offences
 - Benefit fraud
 - Theft when in a position of trust
 - Offences when weapons were used
 - Supplying drugs
 - Offences involving violence
 - Serious motoring offences involving imprisonment
 - Burglary
 - Arson with intent to endanger life

This is not a comprehensive list of serious offences but is illustrative of the type of offence which would be considered so serious that normally the applicant would not be able to undertake unpaid or paid work with certain activities associated with Sports Traider Charity.

6. Certain less serious convictions will not necessarily rule out an application. Such offences might be:
 - Minor motoring offences

- Spent drink offences if there have been no breaches since

- Isolated public order offences
- Driving disqualification convictions
- Any offence committed as a minor if not listed in paragraph 5
- Minor theft

7. If an applicant for a position has a criminal conviction, a sub-committee of the Trustees shall be asked to determine whether or not the application can proceed. The sub-committee shall assess the risk to children, young people and vulnerable adults, and the organisation represented by the criminal convictions recorded against the applicant. The Sub-committee will consider if steps can be taken to minimise the risk and whether such steps would reduce the risk to an acceptable level to enable the application to proceed. It is acknowledged that if a risk cannot be sensibly and effectively managed, the ex-offender cannot be involved with the organisation.

The sub-committee of the Trustees will take into account the following:

- The seriousness of the offence
 - A report given by the Operations Manager who conducted an interview with the candidate and any mitigating or extenuating circumstances surrounding the commission of the offence as outlined by the applicant.
 - The length of time that has elapsed since the last offence and the applicant's experiences/jobs held since the last offence. These should be carefully explored especially where there has been any contact with children or vulnerable people.
- Whether the conviction is relevant to the position in question.
 - Whether the applicant has a pattern of offending behaviour or other relevant matters.
 - Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.

The decisions of the sub committee will be fully explained to the applicant and the applicant will be entitled, if dissatisfied, to apply to the full Board of Trustees for full consideration. In this event the Trustees will consider representations of the applicant at a specially convened Committee meeting. The applicant will be entitled to address the meeting but will be asked to withdraw to enable the Committee to reach its decision. There is no further right of appeal on the decision of the full Board of Trustees.

The above guidelines relate to the recruitment within the organisation of ex-offenders. If relevant information is disclosed following an application for Disclosure in respect of an applicant for paid or unpaid work within the organisation, a sub-committee of the Trustees will consider the application undertaking a risk assessment taking into account the above factors mentioned. These guidelines apply to the recruitment of children

the above factors as appropriate. The overriding criteria being the protection of children and young people, and vulnerable adults supported by the organisation.

The safety of children, young people and vulnerable adults will be a paramount overriding consideration in determining the matter.

Sports Traider Charity
Recruitment of Ex-Offenders Policy October 2019

