



STATUS:	COMPLETE
REQUIREMENT:	- CEO SIGN-OFF 4/6/2015 - BOT SIGN-OFF 24/06/2015
UPDATE REQUIRED	24/06/2017

THE RECRUITMENT OF EX-OFFENDERS

1. It is a requirement of the Disclosures and Barring Services (DBS) Code of Practice that all Registered Bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.
2. **Statement**
 - 2.1. As an organisation using (DBS) service to assess applicants' suitability for positions of trust, Great Britain Wheelchair Rugby (GBWR) complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. GBWR can only ask an individual about convictions and cautions that are not protected.
 - 2.2. GBWR is committed to the fair treatment of its staff, potential staff or volunteers regardless of race, gender, religion, sexual orientation, marital status, age, disability or offending background.
 - 2.3. GBWR has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
 - 2.4. GBWR actively promotes equality of opportunity for all with the right level of talent, skills and potential and welcomes applications from a wide range of candidates.
 - 2.5. Having a criminal record will not necessarily mean a bar from working for and with GBWR. Employment will depend on the nature of the position and the circumstances and background of the offence.
 - 2.6. GBWR selects all candidates for interview based on their skills, qualifications and experience.
 - 2.7. A DBS check is only requested after a thorough risk assessment has indicated that one is proportionate and relevant to the position concerned. For those positions where a DBS check is required, all job adverts and job descriptions will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
 - 2.8. Where a DBS check is to form part of the recruitment process, GBWR will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
 - 2.9. GBWR will request that this information is securely delivered to the GBWR Corporate & Member's secretary. GBWR guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
 - 2.10. GBWR will ensure that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
 - 2.11. GBWR will also ensure that all recruiting staff have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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Great Britain Wheelchair Rugby



- 2.12. Any offences or other matter that might be relevant to the position GBWR will ensure that an open and measured discussion takes place as defined in the Rehabilitation of Offenders Act 1974. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer.
- 2.13. GBWR will make every individual who is the subject of a DBS check aware of the existence of the DBS Code of Practice and will make a copy available upon request.
- 2.14. GBWR will make arrangements to discuss any matter revealed in a DBS check with the individual seeking the position before withdrawing a conditional offer of employment.