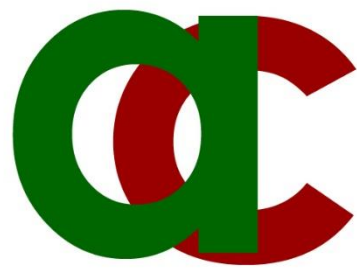


2017

Recruitment of people with a
criminal record



angling

cymru

Revised:

3/8/2017



Policy for recruitment of people with a criminal record

1. Background

The Recruitment of Offenders Act (ROA) 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs.

The Act allows that ex-offenders are no longer legally required to disclose to organizations convictions that have become 'spent'.

However in order to protect certain vulnerable groups within society, there are a large number of posts and professions that are exempted from the Act and additionally include employment within positions of trust.

In such cases, organizations are legally entitled to ask applicants for details of all convictions whether unspent or spent.

2. Responsibilities

Angling Cymru (AC) is determined to make all efforts to prevent discrimination and other unfair treatment against any of its staff, potential staff, volunteers or users of its service regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background that does not create a risk to children or vulnerable adults.

AC will ensure that any criminal record information given by the individual is kept confidential according to the requirements of the Data Protection Act, and, where appropriate, CRB Code of Practice.

3. Recruitment

All recruitment will follow AC set Policies and Procedures and according to the AC recruitment Code of Practice as outlined below.

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

4. Angling Cymru Code of Practice

- AC Equal Opportunities and recruitment of ex-offenders policy will be made available to all applicants at the start of the recruitment process.
- AC actively promotes equality of opportunity and welcomes applications from a wide range of candidates including those with criminal records.



- Applicants with criminal records should be treated according to their merits and in conjunction with any special criteria for the post (e.g. caring for children & vulnerable adults, which debars some in this category).
- AC will ensure that all those within the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure such 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.
- Unless the nature of the position entitles AC to ask questions about an applicant's entire criminal record, then we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. This information is requested at the initial application stage.
- A Disclosure is only requested after a thorough 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 in the event of an individual being conditionally offered the position.
- Where a Disclosure is to form part of the recruitment process, AC will encourage all applicants to provide details of their criminal record at an early stage in the application process and before a Disclosure is undertaken. For such positions AC will request that this information is volunteered by the applicant and is sent under separate, confidential cover to a designated person within AC, and AC will guarantee that this information is strictly confidential and only seen by those who need to see it as part of the recruitment process.
- At interview or separate discussion, AC will ensure that an open and measured discussion takes place on the subject of any offences or other matter revealed by the applicant and/or through Disclosure, if undertaken, that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a conditional offer of employment.
- If an applicant reveals a serious criminal record, the recruiter within AC will consult the appropriate senior member of the AC Board. A decision to reject an application because of, or partly because of, a criminal record should relate to an aspect of the person specification which is seen to be unmet. If possible, in these circumstances, AC will advise the applicant why their application has been unsuccessful.
- AC will make every applicant for a position that is subject to Disclosure, aware of the existence of the CRB Code of Practice and make a copy available on request.
- This policy is available on request to all staff or volunteers who are asked to undergo a CRB check and to any member organisation on whose behalf we are acting.

5. Revision of Policy

AC reserves the right to amend this policy from time to time for any reason, including without limitation, to take account of changes in the law, best practice and/or operational requirements.

