

 YOUTH SPORT TRUST	POLICY	Document Number: RCPo01 Version number:4 Updated: January 2024 Next Review Date: January 2026
	RECRUITMENT OF EX-OFFENDERS POLICY	

v.	Latest Amendment Details	Authorised by
4	Policy reviewed and updated	Assistant Director - HR

Introduction

The aim of this policy is to state the Youth Sport Trust's (YST) approach towards assessing applications for employment from individuals who have a criminal record.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 using criminal records checks, the YST complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The YST is committed to the fair treatment of its employees and workers, potential employees and workers, or users of its services, regardless of race, sex, gender identity, gender expression, religion or belief, ethnic origin, nationality, colour, pregnancy, marital or civil partnership status, sexual orientation, age, physical/mental disability, or offending background.

The YST actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidate for interview based on their skills, abilities, knowledge, qualifications, and experience.

Recruitment Process

An application for a criminal record check 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 criminal record check is identified as necessary, all application forms, job adverts, job descriptions and interview/recruitment packs will contain a statement that an application for a criminal record check will be submitted in the event of the individual being offered the position.

Where criminal records check forms part of the recruitment process, we encourage all applicants invited to interview to provide details of their criminal record at an early stage. This information will only be made available to those who need to know as part of the recruitment process.

Unless the nature of the position allows the YST to ask questions about your entire criminal record we will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975.

The YST ensures that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. In addition, we ensure they 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.

At interview, or in a separate discussion, the YST ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The YST undertakes to discuss any matter revealed on criminal record checks with the individual seeking the position before withdrawing a conditional offer of employment.