

<b>Document Title</b>	Recruitment of Ex-offenders policy		
<b>Published</b>	June 2015	<b>Version</b>	2
<b>Approved by Board</b>	23 May 2015 – Revised August 2018		
<b>Author</b>	Michael Mather – Chief Operating Officer		
<b>Date of next review</b>	August 2021		



# **Scottish Archery Association**

## **Recruitment of Ex-Offenders Policy**

## Introduction

This policy is for Volunteer Scotland Disclosure Services enrolled organisations, which the Scottish Archery Association ([Scottish Archery](#)) is, 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, members or volunteers](#) who have a criminal record and who carry out regulated work (paid or unpaid) with children [or vulnerable adults](#)

Personal information will be kept secure at all times in line with the [Scottish Archery](#) Information security and PVG Handling policies.

## Policy Statement

1. The Code of Practice ("the Code") is published by Scottish Ministers under section 122 of Part V of The Police Act 1997 ("the 1997 Act"). The Code identifies obligations which registered bodies, countersignatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 ("the 2007 Act").
2. [Scottish Archery](#) comply with the Code, the 1997 and 2007 Acts regarding the treatment of individuals who are subject to Disclosure Scotland checks. We undertake not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.
3. [Scottish Archery](#) will provide a copy of this policy and the Code to anyone who asks to see it.
4. [Scottish Archery](#) are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of offending background. We actively promote the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
5. [Scottish Archery](#) will use a Disclosure Scotland check only where this is considered proportionate and relevant to the particular position or type of regulated work. This will be based on a thorough risk assessment of the position or work and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure under the 1997 Act or a Scheme Record under the 2007 Act is applicable.
6. Where a disclosure application or request is deemed necessary, individuals will be

made aware that the position or work will be subject to a Disclosure Scotland check and that the nature of the position or work entitles us to ask about spent and unspent convictions.

7. [Scottish Archery](#) will ask individuals to complete a criminal record self-declaration form. We will stress to individuals that they should be honest in their response. We will ask that this form be returned under separate, confidential cover, to a designated person within our organisation and we guarantee that this form will only be seen by those who need to see it as part of the decision-making process.

8. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position or work concerned.

9. [Scottish Archery](#) undertake to discuss any matter revealed in a certificate<sup>1</sup> issued under the 1997 Act or a Scheme Record issued under the 2007 Act with the subject of that disclosure before a decision is made.

10. [Scottish Archery](#) ensure that all those who are involved in the decision making process have been suitably trained to identify and assess the relevance and circumstances of disclosure information. We also ensure that they have received appropriate guidance and training about providing work for ex-offenders.

11. It should be noted that:

- It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.
- It is an offence for [Scottish Archery](#) to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.
- It is an offence for [Scottish Archery](#) not to refer an individual to Disclosure Scotland where the grounds for referral have been met. (See Making a PVG Referral Policy)
- [Scottish Archery](#) will not appoint any individual who is barred from the type of regulated work to which the position applies to.
- Should [Scottish Archery](#) decide that information disclosed is relevant to the post applied for the applicant will be deemed to be unsuccessful and the applicant [will be advised](#).

### **Review and duration**

This policy will remain in force until reviewed or replaced.

This policy should be reviewed on a three yearly cycle, or earlier if required by any enactment of law, this policy will be reviewed by [the appropriate Director or member of staff](#).

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH US.