

Document Title	Recruitment of Ex-offenders policy		
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Scottish Archery Association

Recruitment of Ex-Offenders Policy

1 Introduction

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

Personal information will be kept secure at all times in line with the SAA's Information security and PVG Handling policies.

2 Recruitment of persons with criminal convictions

The SAA undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in positions within the SAA. Only applicants who are applying to carry out a regulated work with children, and who are barred from that type of regulated work, will not be granted the position applied for.

The SAA implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for, by taking account of;

- whether the conviction is relevant to the position being offered
- the seriousness of the offence revealed
- the length of time since the offence took place
- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed since the offence took place.

3 Application Process

To ensure the correct applicant is appointed and to enable the SAA to determine the relevance of any convictions or conviction to positions applied for the SAA will use the following recruitment tools:

Self Declaration Form
References
Appropriate level of Disclosure Record.

As part of the SAA recruitment process, we will request the appropriate level of disclosure record at the final part of the recruitment stage, when a position has been offered.

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 the SAA 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 the SAA not to refer an individual to Disclosure Scotland where the grounds for referral have been met. (See Making a PVG Referral Policy)

The SAA will not appoint any individual who is barred from the type of regulated work to which the position applies to.

Should the SAA decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

4 Review and duration

This policy will remain in force for a period of 3 years from the date of publication.

Prior to the end of the 3 year period, or earlier if required by any enactment of law, this policy will be reviewed by the Director of Member Services.