

 <b>YOUTH SPORT TRUST</b>	<b>POLICY</b>	Document Number: RCPo01 Version number:3 Updated: October 2023 Next Review Date: October 2025
	<b>RECRUITMENT OF EX-OFFENDERS POLICY</b>	

<b>v.</b>	<b>Latest Amendment Details</b>	<b>Authorised by</b>
3	Policy reviewed and updated to reflect broader criminal record checks	Assistant Director - HR

### **Introduction**

The aim of this policy is to state the Youth Sport Trust's (YST) approach towards employing people who have criminal convictions. YST complies fully with the relevant Codes of Practice relating to criminal records and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We actively promote 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 candidates for interview based on their skills, abilities, knowledge, qualifications and experience.

YST will therefore consider ex-offenders for employment on their individual merits. YST's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Recruitment Process**

A criminal records check is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal records check is required, all application forms, job adverts and recruitment briefs will contain a statement that a criminal records check will be requested in the event of the individual being offered the position.

Where a criminal records check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Unless the nature of the position allows YST to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

A member of HR will be present at all interviews, and they have been suitably trained to identify and assess the relevance and circumstances of offences. They will also receive appropriate guidance or 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, we ensure 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.

We undertake to discuss any matter revealed in a criminal record check with the person seeking the position before withdrawing a conditional offer of employment. If it is considered that the information disclosed does not satisfy YST requirements, YST reserves the right to withdraw any offer of employment.

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

### **Criminal Records Check Application Process**

YST has appointed Due Diligence Checking (DDC) to conduct criminal records checks on their behalf. Individuals who require a standard, enhanced or enhanced with barred lists check (as appropriate) as part of their role will be sent an email from DDC with a link to the online application. They will then need to log their details online and bring their ID documentation to the HR department.

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Where an individual is member of a criminal record check update service, YST will, with their permission, carry out a status check on any current certificate.

### **Renewal**

It is YST's policy to renew criminal records checks every three years to ensure the employee remains suitable for their position within YST. Employees will be contacted when renewal is necessary. Any disclosures on the renewed criminal records checks will be handled in the same way as the initial criminal records check.

### **Data protection**

YST processes information about an individual's criminal convictions in accordance with its data protection policy. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Once an individual is recruited, information about their criminal record gathered in the course of the vetting process will not be transferred to their personnel file.