

SNOWSPORT ENGLAND

Recruitment of Ex-offenders Policy



Purpose of This Policy:

Snowsport England will use the services of the Disclosure and Barring Service (DBS) to obtain Disclosures for Snowsport purposes and this policy provides information about the recruitment of people with conviction information on their DBS.

Snowsport England accepts its responsibility to comply with the DBS Code of Practice and the Rehabilitation of Offenders Act 1974 (Exceptions) Order when considering conviction information. As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Snowsport England complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Scope of the Policy:

This policy applies to any paid employees or volunteers Snowsport England recruits who require a DBS disclosure. It will apply to anyone requiring a Snowsport England coaching licence, or anyone who holds a position of Regulated Activity in an affiliated club or organisation where Snowsport England obtains the DBS disclosure on the club's behalf.

A DBS disclosure (where applicable) is only part of safe recruitment practice. Snowsport England will risk assess any positive DBS disclosures for affiliated clubs and inform the relevant club if the person should not be engaged in Regulated Activity or employed in other activities in the Club. The Club/Organisation will be responsible for ensuring other safe recruitment practice has been followed including taking up references in order to make an informed recruitment decision.

Clubs must ensure they do not discriminate unfairly against someone on the basis of a conviction or other information received.

This Policy will be monitored by the Snowsport England Safeguarding Committee.

This policy should be read in conjunction with the following policies that are available on our website or by e mailing dbs@snowsportengland.org.uk:

- DBS Policy
- Recruitment Policy for Snowsport England employees (available to staff on request)
- Secure Storage, Handling, Use, Retention and Disposal of DBS Certificates and Certificate Information Policy

Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Snowsport England complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

- *We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.*
- *Snowsport England can only ask an individual to provide details of convictions and cautions we are legally entitled to know about.*
- *Snowsport England acknowledges that The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent', or ignored, after a rehabilitation period. For roles that do not involve working with children or adults at risk (and therefore do not require an Enhanced DBS disclosure), applicants are only required to declare 'unspent' convictions.*
- *Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), Snowsport England will ask applicants to declare all convictions and cautions that are spent or unspent, but not protected or filtered¹.*
- *Where a DBS 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. We request that this information is sent under separate, confidential cover, to a designated person within Snowsport England and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.*
- *Snowsport England is committed to the fair treatment of its staff, potential staff, contractors or users of its services, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation or offending background that does not create risk to children or adults at risk.*
- *We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.*
- *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, qualifications and experience.*
- *An application for a criminal record check (DBS disclosure) is only submitted to DBS 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 and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.*
- *Snowsport England ensures that all those in Snowsport England who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.*
- *Snowsport England also ensures that 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, Snowsport England 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.*

¹ DBS [Filtering Guidance](#)

- *Snowsport England makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS [code of practice](#) and makes a copy available on request.*
- *Snowsport England undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.*
- *Successful applicants will be required to consent to subsequent criminal record checks during employment as deemed appropriate by Snowsport England.*

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

Communication of Policy

This policy and other associated Policies will be communicated to affiliated clubs annually by the CEO of Snowsport England and are available on our website. DBS applicants will be made aware of this policy when they apply for their DBS.

Reviewed in: April 2021

Next Review Date: April 2023