

Policy on the Recruitment of Ex Offenders



The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment / appointment of staff or volunteers who have a criminal record to regulated work (paid or unpaid) within the Scottish Canoe Association (SCA)

The SCA 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 a 'Regulated Work' within the SCA. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position.

The SCA 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.

To ensure the correct applicant is appointed, is suitable for the role and to enable the SCA to determine the relevance of any convictions or conviction information to positions applied the SCA will normally use the following recruitment tools:

- Application Form
- Self Declaration Form
- References
- Interviews
- PVG membership

As part of the SCA recruitment policy, we request PVG scheme membership at the final part of the recruitment stage, when a position has been offered and meets the definition of regulated work.

Where a position requires PVG scheme membership we will make this clear on the information provided about the post.

Should the organisation 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.

Having a criminal record will not necessarily debar you from working with the Scottish Canoe Association this will depend on the nature of the position, together with the circumstances and background of your offences.