



**Scottish Canoe Association
Comann Curach na h-Alba**

Recruitment of Ex Offenders Policy

Last approved by Board: 16th August 2022

Effective from: August 2022

Last updated by: Head of Coaching and Development (AJM)

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

Affiliated Clubs may choose to adopt this policy in full, in which case references to SCA should be substituted with the name of the club.

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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 uses 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 and to enable us to determine the relevance of any convictions or conviction to positions applied we will use the following recruitment tools:

1. Application or Registration Form
2. References
3. Interviews
4. The appropriate level of disclosure record (normally 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.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is also an offence to make an application to be considered for such work.

It is an offence for an organisation to offer regulated work to someone who is barred or to fail to remove a person from regulated work if they have been notified that they are barred.