



BBSC RECRUITMENT OF EX-OFFENDERS POLICY

Effective from: June 2018

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Bough Beech Sailing Club, (hereafter BBSC) complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

BBSC makes this policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on request.

An application for a criminal record check is only submitted to the DBS for people in a position of trust 'in close and regular contact with children and vulnerable adults'.

BBSC aims to ensure that all present and potential participants, members and volunteers are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.

BBSC actively promotes equality of opportunity for all with the right mix of talent, skills and potential. BBSC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

BBSC can only ask an individual to provide details of convictions and cautions that BBSC is legally entitled to know about. 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), BBSC can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

BBSC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant, including any matter revealed on a DBS certificate. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer.