



***Recruitment of Ex Offenders Policy  
24-04-2022***



Southampton Kendo Club employs volunteers. These are the club coaches and officials. This policy applies to anyone filling one of those positions.

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), *Southampton Kendo Club* complies fully with the code of practice and undertakes to treat all applicants for positions fairly
2. *Southampton Kendo Club* undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
3. *Southampton Kendo Club* can only ask an individual to provide details of convictions and cautions that [Organisation Name] are 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)
4. *Southampton Kendo Club* can only ask an individual about convictions and cautions that are not protected
5. *Southampton Kendo Club* is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
6. *Southampton Kendo Club* has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
7. *Southampton Kendo Club* actively promotes 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
8. *Southampton Kendo Club* select all candidates for interview based on their skills, qualifications and experience
9. An application for a criminal record check 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



advertises 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

10. *Southampton Kendo Club* ensures that all those in *Southampton Kendo Club* who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
11. *Southampton Kendo Club* 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
12. At interview, or in a separate discussion, *Southampton Kendo Club* 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
13. *Southampton Kendo Club* makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
14. *Southampton Kendo Club* undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.