

AYR UNITED FOOTBALL ACADEMY



POLICY RECRUITMENT OF EX- **FOR** OFFENDERS **VERSION** VOLUNTEERS AND STAFF 1.5

Created
Passed by Board of Management
Reviewed by Board of Management
Review

2006
2006
January 2016
January 2017

UPDATES

Date: 19th September 2013
Report to: Board of Ayr United Football Academy
Author: Donald Stewart
Purpose: To agree alteration to policy annual review of policy
Agreement: Remove reference to standard and enhanced disclosure checks and replace with PVG
Rationale: This was suggested by CRBS as an amendment

Date: 13th March 2014
Report to: Board of Ayr United Football Academy
Author: Donald Stewart
Purpose: To agree annual review of policy
Agreement: No changes
Rationale: There have been no significant changes to HR Policies or procedures or advice nationally

Date: 20th January 2016
Report to: Board of Ayr United Football Academy
Author: Stuart Galloway
Purpose: To agree annual review of policy
Agreement: No changes
Rationale: There have been no significant changes to HR Policies or procedures or advice nationally

OVERVIEW

Ayr United Football Academy undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will only request membership of the PVG where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:-

- 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 offending took place.
- We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.
- We ensure that all those in Ayr United Football Academy who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

We undertake to make a copy of this policy available to any applicant for a post with Ayr United Football Academy that requires a disclosure.