**POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

HARTFELL HILL RUNNING CLUB

**Policy Statement**

1. The Code of Practice (“the Code”) is published by Scottish Ministers under section

122 of Part V of The Police Act 1997 (“the 1997 Act”). The Code identifies

obligations which registered bodies, countersignatories and other recipients of

disclosure information issued under the 1997 Act and the Protection of Vulnerable

Groups (Scotland) Act 2007 (“the 2007 Act”).

2. We comply with the Code, the 1997 and 2007 Acts regarding the treatment of

individuals who are subject to Disclosure Scotland checks. We undertake not to

discriminate unfairly against the subject of a disclosure on the basis of conviction or

other information revealed.

3. We will provide a copy of this policy and the Code to anyone who asks to see it.

4. We are committed to equality of opportunity, to following practices, and to providing

a service which is free from unfair and unlawful discrimination. We ensure that no

applicant or member of staff is subject to less favourable treatment on the grounds

of offending background. We actively promote the right mix of talent, skills and

potential and welcome applications from a wide range of candidates, including

those with criminal records. The selection of candidates for interview will be based

on skills, qualifications and experience.

5. We will use a Disclosure Scotland check only where this is considered

proportionate and relevant to the particular position or type of regulated work. This

will be based on a thorough risk assessment of the position or work and having

considered the relevant legislation which determines whether or not a Standard or

Enhanced Disclosure under the 1997 Act or a Scheme Record under the 2007 Act

is applicable.

6. Where a disclosure application or request is deemed necessary, individuals will be

made aware that the position or work will be subject to a Disclosure Scotland check

and that the nature of the position or work entitles us to ask about spent and

unspent convictions.

7. We will ask individuals to complete a criminal record self-declaration form. We will

stress to individuals that they should be honest in their response. We will ask that

this form be returned under separate, confidential cover, to a designated person

within our organisation and we guarantee that this form will only be seen by those

who need to see it as part of the decision-making process.

8. At interview, or under separate discussion, we undertake to ensure an open and

measured discussion on the subject of any offences or other matters that might be

considered relevant for the position or work concerned.

9. We undertake to discuss any matter revealed in a certificate1 issued under the 1997

Act or a Scheme Record issued under the 2007 Act with the subject of that

disclosure before a decision is made.

10. We ensure that all those who are involved in the decision making process have been suitably trained to identify and assess the relevance and circumstances of

disclosure information. We also ensure that they have received appropriate

guidance and training about providing work for ex-offenders.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM

WORKING WITH US.

1We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under

separate cover by a police force.