



### **ORCi recruitment of Ex-Offenders Policy**

- The ORCi and its member organisations will ensure that we assess applicants suitably 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). It also commits to treating all applicants fairly.
- The ORCi will ensure that it does not discriminate unfairly against any subject of a criminal record check, on the basis of a conviction or other information revealed.
- The ORCi is aware that it can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about.
- The ORCi is aware that it can only ask an individual about convictions and cautions that are not protected.
- The ORCi 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.
- This policy on the recruitment of ex-offenders, is made available to all DBS applicants at the start of the recruitment process via the ORCi website.
- The ORCi actively promote 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.
- The ORCi select all candidates for interview based on their skills, qualifications and experience.
- Because of the nature of our business and involvement of children, the requirement of a DBS disclosure is a mandatory element of any recruitment of an official.
- The ORCi ensure that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Should a disclosure reveal a situation that means that a person is unsuitable for the position, this will be communicated to them.
- Failure to disclose information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- A disclosure may or may not prevent the recruitment and the ORCi withhold the right to put suitable control measures in place should we deem appropriate.

- The ORCi ensure they will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- The ORCi will comply with all aspects of GDPR although this does not prevent internal data sharing where it is crucial to the operation of the sport.

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