

Recruitment of Ex-Offenders

Policy Statement





Recruitment and retention of Ex-Offenders Policy Statement

Date of statement: May 2020 renewed May 2022 renewed May 2023 May 2024

This policy statement supersedes any other ex-offender's policy.

Criminal Record Check Policy Statement

Bristol City Football Club, Bristol City Academy, Bristol City Women's Football Club, PGA-ETC, Bristol City Robins Foundation, Bristol Bears Rugby, Bristol Bears Women, Bristol Bears Academy, Bristol Bears Foundation, Bristol Flyers, Bristol Flyers Foundation, Bristol Sport Foundation, Ashton Gate and Bristol Sport are collectively referred to as "the Company".

"The Company" has both a moral and legal obligation to recruit the most suitable person for each vacancy, regardless of age, disability, gender, race, religion or beliefs, ethnicity, sexual orientation, marital or gender status, pregnancy or maternity or socio-economic background and is committed to providing the quality of opportunity for all.

The rights, dignity and confidentiality of applicants will be respected at all times. (Dignity at work policy)

This policy does not form part of an employee's contract of employment and will be reviewed on a regular basis and can be amended at any time.

This policy applies to "the Company's" directors, officers, consultants and employees (full-time, part-time, temporary, seasonal, voluntary). It also applies to agency workers, or self-employed contractors.

Principles

The purpose of this policy is to ensure that following safer recruitment guidelines (see "the Company" Safer Recruitment Policy) the practice of safe recruitment and the deployment of staff working with young children and adults complies with DBS statutory guidance. (see DBS Disclosure and Barring service Code of Practice and "the Company" Recruitment and Retention of Ex-Offenders Policy).

DBS checks are a vital part of the Safeguarding process and are designed to prevent unsuitable candidates from working with children and any vulnerable person(s). They also enable "the Company" to avoid risk as it is illegal to employ anyone in a regulated activity with children or adults if they have been barred.

This policy should be read in conjunction with “the Company’s” Self-Declaration form. It covers “the Company’s” approach to criminal record checks, disclosures and the employment of staff with a criminal record. This statement will be made available to all applicants at the outset of the recruitment process.

“The Company” actively promotes equality of opportunity for all. The selection of candidates for interview is based on skills, qualifications and experience.

A disclosure is requested only after consideration has been given to the roles and responsibilities included in the job description. Any decision to request a disclosure will be relevant to the position concerned. For those positions where an enhanced disclosure is required (see “Company” policy on Safer Recruitment and Criminal Record Checks) the recruitment documents used will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

The definition of a spent conviction can be checked at <https://www.uk/exoffenders-and-employment>

Where a decision is to form part of the recruitment process, applicants are encouraged to provide details of their criminal record, if any, at an early stage in the process.

The information should be sent under separate, confidential cover, to the Senior Safeguarding Lead. “The Company” recognises the importance of confidentiality and therefore this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Senior Safeguarding Lead to ask questions about an applicant’s entire criminal record (see the “Company” Criminal Record Policy) , questions will only be asked about unspent convictions as defined in the Rehabilitation of Offenders Act 1974 and as filtered by the Disclosure and Barring Service.

Having a criminal record will not necessarily bar anyone from working with” the Company”. This will depend on the nature of the position in “the Company”, the circumstances and background of the offence(s).

More information on the recruitment of offenders is available at [http://www.eeyfl.co.uk/files/The FAs Policy Statement on the recruitment of Ex-Offenders.pdf](http://www.eeyfl.co.uk/files/The_FAs_Policy_Statement_on_the_recruitment_of_Ex-Offenders.pdf)

Date reviewed	Position	Owner
May 2020	Executive Board	M.A. Martin
May 2021	Executive Board	
May 2022	Executive Board	
May 2023	Executive Board	

