

British Judo Association Recruitment of Ex-Offenders Policy

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid Childcare and vulnerable posts within the British Judo Association.

The British Judo Association 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.

Having a criminal record will not necessarily debar an individual from working/volunteering in a child care/vulnerable adult's position within this organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in an applicant not being granted the position.

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the convictions or conviction information is relevant to the position applied for.

To ensure the correct applicant is appointed and to enable British Judo Association to determine the relevance of any convictions or conviction information to positions applied for the British Judo Association will use the following recruitment one and/or more of the tools below depending on the post applied for:

- Application Form
- Self Disclosure Form
- References
- Interviews
- CRB Disclosure Certificate

As part of the British Judo Association recruitment policy we request the appropriate level of Disclosure certificate at the final part of the recruitment stage, when a position has been offered.

Enhanced Disclosures will be mandatory for those applying for positions, which involves a greater degree of contact with children or vulnerable adults. This will involve those regularly caring for, supervising, or being in sole charge of children and young people or vulnerable adults. For the Association this will include Coaches, Club/Area Welfare Officers, Competition Officials and Referees (only those that work at weigh-ins need an enhanced disclosure, however it will be impossible for the Association to Police as at some stage most officials work at at least one weigh-in per year so the decision has been made that Officials and Referees will be required to complete an Enhanced Disclosure).

Applications for Child Care and Vulnerable Adult Positions

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

All applicants are required to complete an application form, self-declaration Form some positions within the Association will also require an interview and applicants will be required to give details of 2 referees.

Self-Declaration

The Interview Panel/Lead Signatory/Additional Signatory/Committee before interview to determine the relevance of any disclosed information to the position applied for will view forms.

When assessing the relevance of any convictions or conviction information the Interview Panel/Lead Signatory/Additional Signatory/Committee will look at the following information:

- 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 behavior
- Whether the applicant's circumstances have changed since offending took place
- How the individual completed their sentence to move forward and stop the offending behavior

Should the Interview Panel/Lead Signatory/Additional Signatory/Committee decide that the information is relevant to the post the applicant will be deemed to have been unsuccessful and this information will be fed back to the applicant by letter.

For applicants who have disclosed convictions or conviction information that is not deemed to be relevant to the post an interview (if applicable to the position) will take place.

At interview we will ensure that open, measured and relevant discussions can take place on the subject of any disclosed offences.

Failure to reveal information on the Self Declaration Form or at interview that is directly relevant to the position sought will lead to the withdrawal of the offer of paid/unpaid work.

The appropriate level of Disclosure certificate will be accessed once the applicant has successfully completed the interview and the paid/unpaid position has been offered. Note: That a satisfactory Enhanced CRB certificate will be needed prior to any Coach Award being issued and the confirmation of a position of Club/Area Welfare Officer.

Should the returned Disclosure certificate disclose more offences, more serious offences or relevant non-conviction information than previously disclosed by the applicant this could lead to the withdrawal of offer of employment/volunteer post.

This will be a decision for the Interview Panel/Lead Signatory/Additional Signatory/Committee to make. However should the Disclosure certificate for a Child Care position reveal that the applicant is Fully Listed on the Disqualified from Working with Children's List under no circumstances will the applicant be offered or entitled to work/volunteer in a childcare/Coaching/Club/Area Welfare Officer/Competition Official/Referee position for the British Judo Association.

All Disclosure Certificates accessed for successful applicants will be stored for a maximum of 6 months after the recruitment decision has been reached by Julie Moores as Lead Signatory/ as per our British Judo Association policy on storage, handling and retention policy.