

# Recruitment of Ex-Offenders Policy

## Introduction

It is a requirement of the Criminal Record Bureau's Code of Practice that the British Weight Lifters' Association as a registered user of the DBS Disclosure service must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges the British Weight Lifters' Association to have a written policy on recruitment of ex-offenders, and the following has been adopted:

## Policy Statement

1. As a National Governing Body using the Disclosure and Barring Service (DBS) Disclosure service to help assess applicants' suitability for positions of trust. The British Weight Lifters' Associations (BWLA) undertakes to treat all applicants' for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed
2. The British Weight Lifters' Association is committed to the fair treatment of all its staff, potential staff or users of its services, regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or disadvantages by conditions or requirements which cannot be shown justifiable.
3. The existence of this policy on the recruitment of ex-offenders is made known to applicants for positions of trust at the onset of the recruitment process.
4. The British Weight Lifters' Association promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records
5. A Disclosure is only requested if proportionate and relevant to the position concerned. For those positions where a Disclosure is required, this will be made known to the applicants at the start of the recruitment process

6. Where a Disclosure is to form part of the recruitment process, applicants will be asked to provide details of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process
7. Unless the nature of the position allows the British Weight Lifters' Association to ask questions about your entire criminal record, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974
8. Where information regarding an applicant's criminal record may be considered relevant to a recruitment decision, advice will be sought from appropriate British Weight Lifters Association staff
9. Applicants asked to be the subject of a DBS Disclosure will be made aware by the British Weight Lifters' Association of the existence of the DBS Code of Practice and can receive a copy on request or via the DBS website
10. Any relevant matters revealed in a Disclosure will in most instances be discussed with the person seeking the position before withdrawing a conditional offer of appointment

Having a criminal record will not necessarily bar you from working for British Weight Lifting. This will depend on the nature of the position and the circumstances and background of your offences.