

Introduction

The purpose of this policy is to provide assurance to applicants, staff and volunteers and guidance to those making recruitment decisions of our organisations process in assessing whether any conviction information provided to us in a disclosure certificate impacts on a person's ability to carry out the role that they have applied for or which they hold within our organisation. It is important to recognise that having a criminal record does not necessarily mean that someone cannot work or volunteer for our organisation.

Our organisation treats all applicants fairly and consistently in accordance with the requirements of Rehabilitation of Offenders Act 1974 (as amended). We do not differentiate between paid and unpaid roles when applying the criteria detailed in this policy, the assessment is based entirely on the requirements of the role and any information shared with us in a disclosure certificate. The level of disclosure which we will access will be the appropriate level for the role (basic, standard, enhanced or PVG).

Self-Declaration

Scottish Volleyball operate a fair recruitment process and will ensure anyone applying for, or holding a role in our organisation is given the opportunity to discuss any unspent convictions which they are required to tell us about.

As part of the Scottish Volleyball recruitment process, the self-declaration form should be completed and returned with the PVG application form if required and as directed. The form should only be completed and returned to Scottish Volleyball if the individual is provisionally offered the role subject to the outcome of the disclosure.

The rules around what an individual needs to disclose are complex and it may be difficult to know what should and should not be disclosed. Scottish Volleyball should, therefore, only be told about unspent convictions and relevant spent convictions. An individual should not tell Scottish Volleyball about any convictions which were gained before the age of 12, those which are spent and any which are not considered appropriate to disclose subject to exceptions.

Once in post, any member of staff or volunteer who gains any new convictions, must complete the self-declaration form again. It is important to note that failing to follow this ongoing self-disclosure process may result in disciplinary action and could ultimately result in dismissal.

To support the recruitment decision, it is recommended that Scottish Volleyball clubs should follow this process for recruiting volunteers both for regulated and non-regulated roles.

Disclosure Certificate

In order to ensure there is no bias in our recruitment decisions, accessing the disclosure certificate will be the final part of Scottish Volleyball's recruitment process and will only be requested when we have provisionally offered the role, subject to a satisfactory disclosure.

When Scottish Volleyball receive a copy of an individual's disclosure certificate, we will compare it to the self-declaration form which the individual has completed. If there are any differences between the details on the two documents, Scottish Volleyball will arrange to discuss this with the individual.

Scottish Volleyball will not make any judgement on the reasons that information differs prior to our discussion as we understand that the rules around what information an individual should share with us is complex. Where the Club is the recruiting body then authorised persons at Scottish Volleyball will communicate as required with the Wellbeing & Protection Officer and/or Club Chairperson with regards to this information as appropriate

How we will use disclosure information

Any information disclosed with Scottish Volleyball will be treated in the strictest confidence and only authorised people required to see the information to help assess it will have access to it. There may be instances where we need to seek support or guidance externally (for example, from a solicitor). When this is necessary, we will not share any information which will identify the individual, only the information which Scottish Volleyball require support or guidance on.

Where information has been detailed on the self-declaration form but is not shared on the disclosure certificate, Scottish Volleyball must always disregard this information as this means that the individual has provided information that they were not required to share with Scottish Volleyball.

Scottish Volleyball does, however, need to risk assess any conviction or vetting information carefully to ensure there is no risk to our organisation or to one of our Clubs. In order to ensure we carry out a fair and consistent practice when we assess any conviction or vetting information, Scottish Volleyball will take into account the following criteria:

- Is the conviction relevant to the position being offered?
- How serious was the offence?
- How long is it since the offence took place?
- Is there a pattern of offending behaviour?
- Have the personal circumstances changed since the time of the offending behaviour?
- How has the person become rehabilitated?
- Is the person barred from the type of regulated work we need them to do?

If Scottish Volleyball determine that the disclosed information is relevant to the role, we will withdraw the job or volunteering role offer if it is with Scottish Volleyball. If it is with one of the affiliated clubs will provide a recruitment recommendation to the Child Wellbeing & Protection Officer and/or Chairperson at the club. It will be then for the club to decide the final recruitment outcome.

For those already in post, this may result in disciplinary action and could ultimately result in dismissal. The reason(s) for the decision will be fully explained.

Appeals

If an individual feels that the risk assessment has not been carried out appropriately or that the decision of Scottish Volleyball is unfair, the individual has the right to appeal.

Should you wish to appeal a recruitment decision please submit your appeal in writing to Danny Traylor, Welfare Officer welfare@scottishvolleyball.org within 14 days of receipt of the decision being communicated to you clearly indicating your reasons for appeal.