



The recruitment of ex-offenders

The ARA is a recognised registered body with the Criminal Records Bureau and may access criminal record checks for all employees, including those in clubs, and volunteers within the sport of rowing for the purposes of child protection.

Requirement for Criminal Record checks by the Association

The ARA is a registered body with the Criminal Records Bureau (CRB) for the purposes of obtaining access to criminal records checks for employment and voluntary appointments within its member clubs, where it is deemed necessary for the purposes of child protection.

It is of fundamental importance to the ARA to ensure so far as possible that those who take up appointments for the Association and its clubs do not pose a risk to the children in their care. It is therefore important for clubs, through the ARA, to apply for and review the past criminal records of any successful applicants for positions which involve significant access to children or vulnerable adults.

The ARA considers it essential that the confidential and personal Disclosure information from the CRB is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments in rowing. The ARA actively promotes equality of opportunity for all with the right mix of talent, skills and potential. Having a criminal record will not necessarily exclude someone from working within rowing.

Reason for requiring Disclosure

A Disclosure should only be requested after a risk assessment has indicated that one is both proportionate and relevant to the position required. For example, within member clubs, this may be necessary for a coach or voluntary helper with frequent or significant access to children or vulnerable adults; a coach or trailer driver who may be in constant contact with children or vulnerable adults or anyone in a position of authority who may have influence over or access to children on a day-to-day basis.

Enhanced Disclosures

An Enhanced Disclosure will be required where the applicant has significant contact with children or vulnerable adults. The Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as 'spent' under the *Rehabilitation of Offenders Act*) and details of any cautions, reprimands or warnings held on the national police computer. It may also contain information which is held locally by the police.

Consideration of Disclosure information by the Association

On receipt of Disclosure from the CRB, the ARA will consider the following:

- whether the conviction or other information disclosed is relevant to the position in question
- the seriousness of the offence or matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person

We ensure that all those at the ARA who are involved in the process have received guidance in identifying and assessing the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the *Rehabilitation of Offenders Act 1974*.

Criminal Records Bureau *Code of Practice*

The ARA agrees to comply with the provisions of the CRB *Code of Practice*, a copy of which is available on request.

Security of Disclosure information

Given the confidential nature of the Disclosure information, the ARA will ensure that it is stored securely. Documents will be locked away separately from other personal files, with restricted access limited to those with CRB authority. Once a recruitment decision is made, the ARA will not retain the Disclosure material any longer than necessary, which shall normally be less than six months. All disclosure material will be destroyed by secure methods (such as shredding or burning).

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