

Wanstead & Woodford Chess Club Policy on the recruitment of ex-offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service ("DBS"), Wanstead & Woodford Chess Club ("WWCC") complies fully with the Revised Code of Practice for Disclosure and Barring Service Registered Persons and undertakes to treat all applicants for positions fairly.
2. WWCC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. WWCC can only ask an individual to provide details of convictions and cautions that WWCC are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. WWCC can only ask an individual about convictions and cautions that are not protected.
5. WWCC is committed to the fair treatment of its Officers, officials, volunteers and members, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
6. WWCC's written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.
7. WWCC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
8. WWCC selects all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

10. Those individuals who are volunteers and do not have a current subscription with the DBS Update Service will be expected to:
 - a) make an application for an enhanced DBS Check (with the children's barred list included if the position involves regulated activity under the WWCC safeguarding policy) for volunteers through the English Chess Federation; and
 - b) within 30 days subscribe as a volunteer to the DBS Update Service; and
 - c) present certificates to WWCC when requested; and
 - d) give permission to WWCC to check on line with the DBS Update Service if anything has changed on your certificate.

There are no charges for these services for volunteers. This will enable WWCC to make the criminal record check using the on-line DBS checking service.

11. WWCC ensures that all those in WWCC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
12. WWCC also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
13. At interview, or in a separate discussion, WWCC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or appointment to a position.
14. WWCC makes every subject of a criminal record check submitted to DBS aware of the existence of the Revised Code of Practice for Disclosure and Barring Service Registered Persons and makes a copy available on request.
15. WWCC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or appointment to a position or disbarring an elected Officer.