

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 either paid or unpaid position within the organisation. These positions will have regular and/or intensive contact with children, young people and/or vulnerable adults.

The British Judo Association undertakes to treat all applicants for positions within the organisation fairly and not to discriminate against the subject of a disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily prevent 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 considered for 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
- References
- Risk Assessment Interview
- Enhanced DBS 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 involve 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 and Club Welfare Officers.



Applications

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

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