

West of England Billiards & Snooker Foundation

Recruitment of ex-offenders Policy



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), the West of England Billiards & Snooker Foundation complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.

- The West of England Billiards & Snooker Foundation undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The West of England Billiards & Snooker Foundation can only ask an individual to provide details of convictions and cautions that the West of England Billiards & Snooker Foundation 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)
- The West of England Billiards & Snooker Foundation can only ask an individual about convictions and cautions that are not protected
- The West of England Billiards & Snooker Foundation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- The West of England Billiards & Snooker Foundation has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- The West of England Billiards & Snooker Foundation 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
- The West of England Billiards & Snooker Foundation select all candidates for volunteering opportunities based on their skills and experience
- 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 volunteering position concerned. For those volunteering positions where a criminal record check is identified as necessary, all application forms, and role descriptions will contain a statement that an

West of England Billiards & Snooker Foundation

Recruitment of ex-offenders Policy



application for a DBS certificate will be submitted in the event of the individual being offered the volunteering opportunity

- At interview, or in a separate discussion, the West of England Billiards & Snooker Foundation 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 the volunteering opportunity
- The West of England Billiards & Snooker Foundation makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- The West of England Billiards & Snooker Foundation undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing the volunteering opportunity.

Reviewed by:	Steve Canniford & Deborah Branton
Reviewed on:	9 th July 2017