



BRITISH ROWING

WG 2.1

Recruitment of Ex-Offenders

Policy & Procedures for Safeguarding, Welfare & Protection

TEAMWORK | OPEN TO ALL | COMMITMENT



Recruitment of ex-offenders

British Rowing is the recognised registered body with the Disclosure and Barring Service (DBS) (previously referred to as the Criminal Records Service) and may access DBS or 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 DBS checks by British Rowing

British Rowing is the registered body with the DBS for the purposes of obtaining access to criminal records checks for employment and voluntary appointments including within its member clubs where it is deemed necessary for the purposes of child protection.

It is of fundamental importance to British Rowing to ensure so far as possible that those who take up appointments with British Rowing and its clubs do not pose a risk to the children in their care. It is therefore important for clubs,

- through British Rowing, to apply for and review the past criminal records of any successful applicants for positions which involve significant access to children or vulnerable adults.
- British Rowing considers it essential that the confidential and personal Disclosure information is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments in rowing. British Rowing actively promotes equality of opportunity for all with the right mix of talent, skills and potential. Having a criminal record will not necessarily debar someone from working within rowing.

Reason for requiring Disclosure (DBS)

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 as 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*), details of any cautions, reprimands or warnings held on police national computer. It may also contain information which is held locally by the police.

Consideration of Disclosure Information by British Rowing

On receipt of notification from the DBS that an individual's certificate is not clear British Rowing shall 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 individual
- consider whether the matter should be referred to British Rowing's Case Management Group and inform the individual if this is the case.

We ensure all those in British Rowing 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 Bureau Code of Practice

British Rowing agrees to comply with the provisions of the DBS Code of Practice, a copy of which is available on request. (E: governance@britishrowing.org)

Security of Disclosure Information

Given the confidential nature of the Disclosure information, British Rowing will ensure that it is stored securely. Documents will be locked away separately from other personal files, with restricted access limited to those with DBS authority. Once a recruitment decision is made British Rowing 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 deleting).

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