

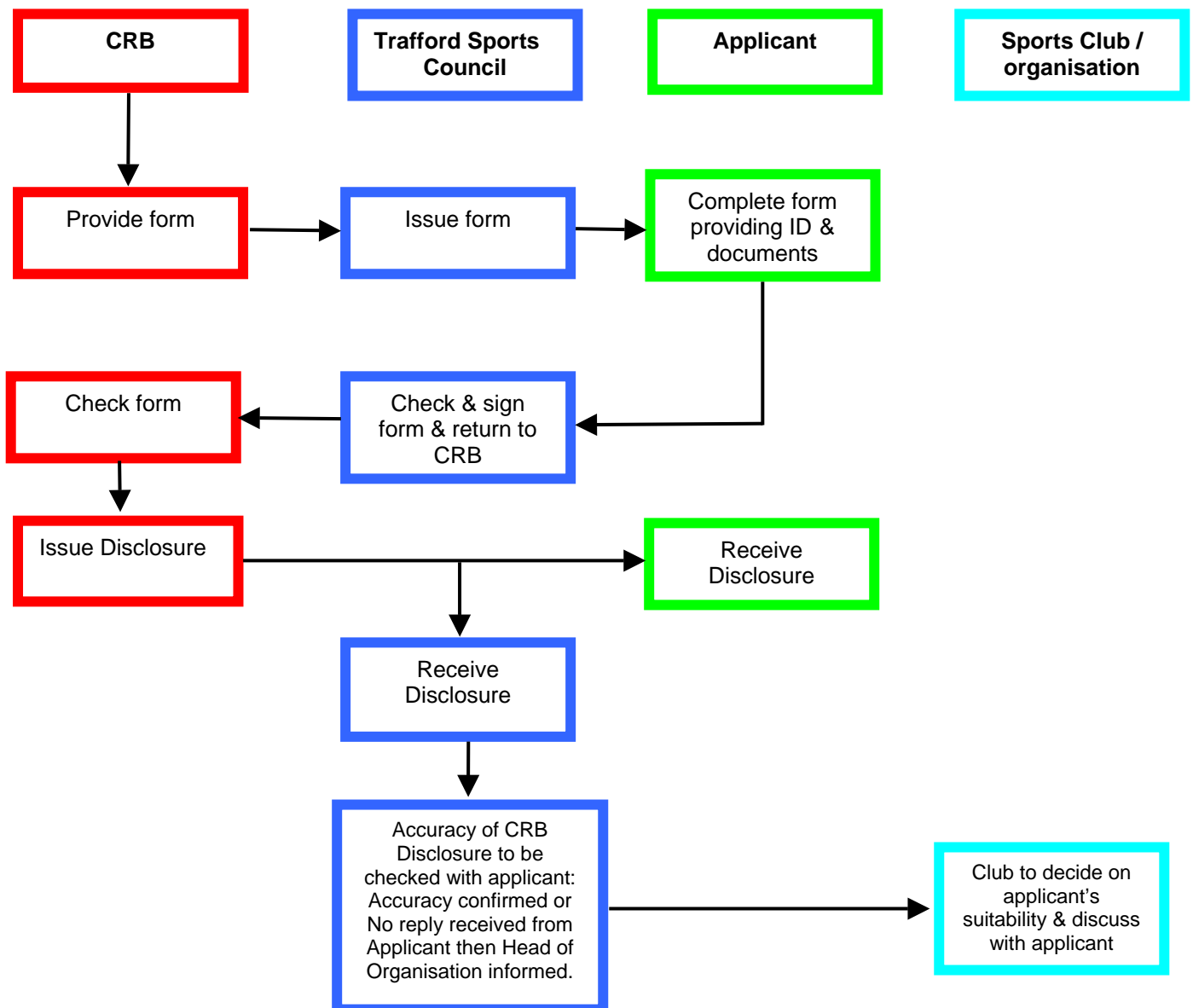
Disclosure Policy

The Trafford Sports Council is a registered body, which acts as an intermediary between voluntary sports personnel and the CRB, an “umbrella body”.

As such the Trafford Sports Council has various obligations and practices it abides by which are contained within this document.

Process

The following diagram provides an overview of the process when applying to the Trafford Sports Council for a Disclosure.



- Any correspondence sent to a sports club / organisation in respect of details of an applicant's convictions will be clearly marked Strictly Private and Confidential – for the addressee's attention only.
- Any advice offered to sports clubs / organisations will be fair and reasonable, reflect other guidance issued and will not discriminate against a person because of their previous conviction or other information revealed in the disclosure

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 helps those who have been convicted of a criminal offence and who have since been law abiding people. Generally an individual who receives a sentence of no more than two and a half years in prison benefits from the Act if they are not convicted again during the specified period, the rehabilitation period.

When the rehabilitation period has expired, and no further offending has taken place, a conviction is deemed to be "spent". In most circumstances a spent conviction does not have to be revealed and an employer / voluntary organisation can not refuse employment / placement on the basis of a spent conviction.

A conviction of more than two and a half years will never become spent, regardless of the time spent in prison, and they should be declared when applicants are asked about criminal convictions.

Please be aware that even if the sentence was less than two and a half years it may still be unspent depending upon the length of time that has elapsed since the conviction date.

Information on offences

The Trafford Sports Council has an obligation to pass on any information in a Disclosure to the applicant's sports club / organisation.

- The Trafford sports council in its capacity as a CRB registered Body acts as an impartial intermediary between the CRB and the Sports Club/Organisation.
- The Trafford Sports Council holds no remit on what information should or should not be passed to the Sports Club/ organisation nor on the acceptability or otherwise of an applicant
- Applicants should not be refused positions within a sports club / organisation because of offences that are not relevant to the position.

Trafford Sports Council procedure

In the event of a Disclosure revealing past convictions the Trafford Sports Council Lead signatory responsible for Disclosures will,

- Inform the applicant of the details being passed to the sports club / organisation and request confirmation of the accuracy of the information with 14 days.
- After the above, inform the sports club / organisation relevant to the applicant of convictions, by way of a confidentially marked letter.
- Allow the sports club / organisation to make an informed decision on the applicant's suitability within their environment.
- All disclosure information remains confidential within the Trafford Sports Council and all paperwork relating to disclosures is stored in a locked cabinet at all times.
- If an applicant believes the information on the Disclosure is incorrect please contact the Trafford Sports Council for further details on the CRB dispute procedure.

If you require further information on the Trafford Sports Council's role regarding Disclosures and the CRB please contact the Chair on 0161 718 1849 or by email :-

chairperson@traffordsportscouncil.org.uk