

## Policy on the Recruitment of Ex Offenders

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

As such the Trafford Sports Council abides by the following policy on the recruitment of ex offenders.

- As an umbrella organisation using the Criminal Records Bureau (CRB) Disclosure Service to support the assessment of an applicant’s suitability for positions of trust, Trafford Sports Council complies fully with the CRB Code of practice and undertakes to treat all applicants fairly.
- Trafford Sports Council is committed to fair treatment of all CRB applicants or users of its umbrella service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.
- We actively promote equality of opportunity for all sports personnel who have the right mix of talent, skills and potential and welcome CRB applications from a wide range of candidates, including those with criminal records.
- A Disclosure will only be performed if it is both proportionate and relevant to the position concerned.
- Where a Disclosure is to form part of a Sports Club’s recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the process. We request that this information is sent under separate confidential cover to a designated person within the Sports Club.
- We ensure that all those in the Trafford Sports Council who are involved in the CRB process are impartial in all circumstances.
- **Please be aware** that if a conviction is highlighted on the disclosures’ return, the Trafford Sports Council has a duty to communicate this to the relevant sports club in order for them to make a judgement on employment / voluntary placement suitability. (The Trafford Sports Council have a full policy document containing details on such convictions which is available on request)
- We undertake to discuss any matter revealed in a Disclosure with the CRB applicant and inform them of the next stage if this is required.

Having a criminal record will not necessarily bar you from working with a sports club. This will depend on the nature of the position, the circumstances and the background of your offences.