

## **CCHC STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

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It is a requirement of the Criminal Record Bureau's Code of Practice that CCHC, as a registered user of the England Hockey Umbrella Body Disclosure Service must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges CCHC to have a written policy on the recruitment of ex-offenders, and the following has been adopted:

#### **Policy statement**

1. As an organisation using the England Hockey Umbrella Body Disclosure Service to help assess applicants' suitability for positions of trust, CCHC undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
2. CCHC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or disadvantages by conditions or requirements which cannot be shown to be justifiable.
3. The existence of this policy on the recruitment of ex-offenders is made known to applicants for positions of trust at the outset of the recruitment process.
4. CCHC promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
5. A Disclosure is only requested if proportionate and relevant to the position concerned. For those positions where a Disclosure is required, this will be made known to applicants at the start of the recruitment process.
6. Where a Disclosure is to form part of the recruitment process, applicants will be asked to provide details of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows CCHC to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
8. Where information regarding an applicant's criminal record may be considered relevant to a recruitment decision, advice will be sought from appropriate England Hockey staff.
9. Applicants asked to be the subject of a CRB Disclosure will be made aware by England Hockey of the existence of the CRB Code of Practice and can receive a copy on request, or via the website [www.disclosure.gov.uk](http://www.disclosure.gov.uk)
10. Any relevant matters revealed in a Disclosure will in most instances be discussed with the person seeking the position before withdrawing a conditional offer of appointment.



## *England Hockey's Safeguarding and Protecting Young People Policy*

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**Having a criminal record will not necessarily bar you from working for CCHC.** This will depend on the nature of the position and the circumstances and background of your offences.