

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders act 1974 [Exceptions Order] gives some **exceptions** from the act, whereby details of 'spent' convictions have to be declared. One of these exceptions is working with children, young people\*\* and /or vulnerable adults. When recruiting people to volunteer in such positions of trust an employer is entitled to ask for details of all convictions, spend and 'unspent'.

If you are invited to Volunteer at the YMCA you will be required to complete and bring with you the below signed "Declaration of Criminal Background Information" form. This form is included as part of our application pack and you will be required to give any details of any unspent convictions.

**If the post for which you are volunteering involves working with children, young people\*\* and/or vulnerable adults, you will ALSO be required to give all details of any criminal record including 'spent' and 'unspent' convictions.**

#### ***OUR POLICY ON RECRUITMENT OF EX- OFFENDERS***

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

The YMCA undertakes not to discriminate unfairly against any volunteer applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for volunteering based on their skills, qualifications and experience.

We ask all volunteer applicants to provide details of their criminal record. Depending on the nature of the volunteer position applied for, the YMCA may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within the YMCA and we guarantee that this information is volunteer, this information will be verified by requesting a Disclosure Statement \* from the Criminal Records Bureau before appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in the YMCA who are involved in the volunteer recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the volunteer employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure\* is required, application forms and guide-notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of volunteering.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of voluntary work with the YMCA.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of any offences. However, we should make it clear that as the nature of the YMCA's work brings its volunteers into contact with children, young people\*\* and /or vulnerable adults a criminal record or other information which makes the application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Criminal Records Bureau (CRB) Disclosure Service \* to assess applicants' suitability for positions of trust, this policy complies with the CRB Code of Practice.

*\* Volunteers for certain positions who are made a conditional offer of volunteering will be subject to a criminal record check – known as a Disclosure – from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.*

*\*\* Young people are those under 18 years of age*

The information you provide will remain confidential

Name: .....

Voluntary Post applied for: .....

Please give details, including date, offence and where appropriate sentence of ALL criminal convictions, cautions, reprimands and final warnings [spent and unspent] below:

If none, please write "NONE"

I have read the above notes and understand that if my application is successful I will apply for a higher level Disclosure.

Signed: .....

Date: .....