



CLWYD SPECIAL RIDING CENTRE

LLANFYNYDD FLINTSHIRE LL11 5HN

Telephone: 01352 770446

Email: info@clwydspecialridingcentre.co.uk

Website: www.clwydspecialridingcentre.co.uk

Clwyd Special Riding Centre Policy Statement on the Recruitment of Ex-offenders

- As an organisation using the Disclosure and Barring Service (DBS), formerly known as Criminal Records Bureau (CRB) Disclosure service, to assess applicants' suitability for volunteering and employment, Clwyd Special Riding Centre complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions and volunteering opportunities fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Clwyd Special Riding Centre is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
- 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 and volunteers, including those with criminal records. We select all candidates for job interviews based on their skills, qualifications and experience.
- An assessment has been made that all volunteers in contact with riders, carriage drivers and vaulters and all staff should have a DBS check.
- Where a Disclosure is to form part of the staff recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Chairman of Trustees at the Clwyd Special Riding Centre and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Where a Disclosure is to form part of the volunteer recruitment process, we encourage all volunteers to provide details of their criminal record at an early stage in the recruitment process. We request that this information is given to the Volunteer Coordinator within Clwyd Special Riding Centre and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- We ensure that all those in Clwyd Special Riding Centre who are involved in the recruitment process of staff and volunteers 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 employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



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- 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 matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or acceptance of volunteering services.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or acceptance of volunteering services.

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 your offence.

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