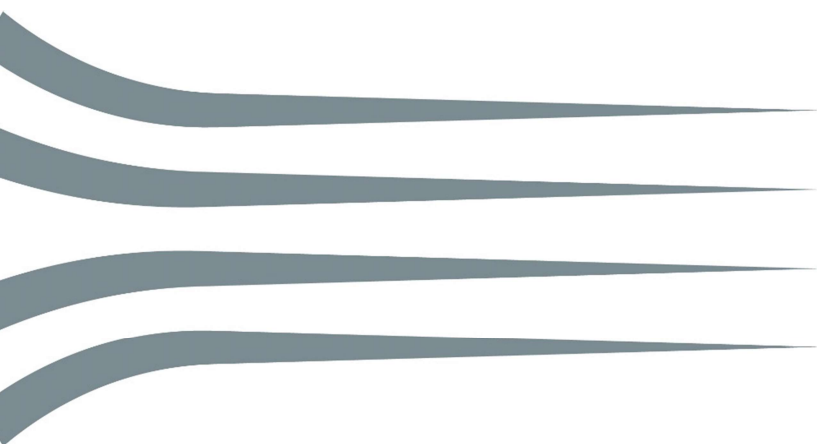


Recruitment of Ex-offenders Policy



Version	Author	Date of review	Review points	Endorsed by Motorsport UK Board of Directors signature and date
V 0.1	L Medicott Head of Safeguarding	13/05/2020		29/07/2020

MOTORSPORT UK ASSOCIATION LIMITED

Trading as Motorsport UK

Registered in England and Wales

Company Number 01344859

Registered Office

Bicester Motion OX27 8FY

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1. Introduction

Motorsport UK is committed to ensuring we employ staff and volunteers responsibly and fairly. As a registered body Motorsport UK recognises its duty to comply with the Code of Practice published under section 122 of the Police Act 1997 which sets out the requirement to treat all DBS applicants who have a criminal record, fairly and not discriminate automatically because of a conviction or other information revealed. This policy will be made available to all applicants at the outset of the recruitment process on request.

2. Scope

This policy has been approved by Motorsport UK Board of Directors and applies to all Motorsport UK staff and volunteers. This policy will be reviewed annually or in line with Government legislation changes. Motorsport UK is committed to recruiting high quality staff and volunteers responsibly and in accordance with Government legislation/guidance.

3. Statement

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Motorsport UK complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

Motorsport UK undertakes not to discriminate unfairly against any person following a criminal record check on the basis of a conviction or other information revealed.

Motorsport UK can only ask an individual to provide details of convictions and cautions that Motorsport UK are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Motorsport UK can only ask an individual about convictions and cautions that are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Motorsport UK is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

This policy is made available to all DBS applicants at the start of the recruitment process.

Motorsport UK actively promotes equality of opportunity for all with the right mix of talent and skills and welcomes applications from a wide range of candidates, including those with criminal records.

Motorsport UK selects all candidates for interview based on their skills, qualifications, and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Motorsport UK ensures that where a criminal record check is required a suitably trained member of Motorsport UK staff is involved in the recruitment process to identify and assess the relevance and circumstances of offences.

Motorsport UK also ensures 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.

At interview, or in a separate discussion, Motorsport UK ensures 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 (and possible referral to the DBS).

Motorsport UK makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

Motorsport UK undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

4. Government Statutory Legislation and Guidance.

Protection of Freedoms Act 2012

Modern Slavery Act 2015

Health and Safety at Work Act 1974

General Data Protection Regulations 2018

Safeguarding Vulnerable Groups Act 2006

Rehabilitation of Offenders Act 1974

The code of practice published under section 122 of the Police Act 1997

<https://www.gov.uk/government/publications/dbs-code-of-practice>

For further information and guidance in regard to DBS eligibility please see

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

5. Further policies and guidance to support this policy are

Safer Recruitment

Equality of Opportunities Policy

GDPR Policy