



# **DUNDEE MIXED MARTIAL ARTS**

**Youth and Community Sports Association**

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

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid childcare and adults at risk posts within Dundee Mixed Martial Arts Youth And Community Sports Association.

Dundee Mixed Martial Arts Youth And Community Sports Association undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in a childcare/adults at risk position within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for.

To ensure the correct applicant is appointed and to enable Dundee Mixed Martial Arts Youth And Community Sports Association to determine the relevance of any convictions or conviction to positions applied for Dundee Mixed Martial Arts Youth And Community Sports Association will use the following recruitment tools:

- |  |                          |                            |
|--|--------------------------|----------------------------|
| <a href="#"><u>Application Form - Childcare Positions</u></a>      | <input type="checkbox"/> | (cross (x) as appropriate) |
| <a href="#"><u>Self Declaration Form - Childcare Positions</u></a> | <input type="checkbox"/> |                            |
| Application Form - Adult at Risk Positions                         | <input type="checkbox"/> |                            |
| Self Declaration Form - Adult at Risk Positions                    | <input type="checkbox"/> |                            |
| <a href="#"><u>References</u></a>                                  | <input type="checkbox"/> |                            |
| <a href="#"><u>Interviews</u></a>                                  | <input type="checkbox"/> |                            |
| <a href="#"><u>Disclosure Certificate</u></a>                      | <input type="checkbox"/> | Basic or Enhanced _____    |
| Other (give details)   |                          |                            |

As part of Dundee Mixed Martial Arts Youth And Community Sports Association recruitment policy, we request the appropriate level of disclosure certificate at the final part of the recruitment stage, when a position has been offered. Enhanced disclosures will only be sought for positions that are deemed exempted posts. An exempted post is one, which is detailed in the Exclusions and Exceptions (Scotland) Order 2003.

Where a position requires an Enhanced disclosure we will make this clear on the information provided about the post.

Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

I \_\_\_\_\_ accept and will adhere to this policy on behalf of Dundee  
Mixed Martial Arts Youth And Community Sports Association \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_