

# Swindon Skater Hockey Club



## Criminal Records Bureau Policy Document

Version 1.3  
Date: 200108

Swindon Skater Hockey Club believes that the welfare of children and young people is everyone's responsibility, particularly when it comes to protecting them from abuse. Everyone involved in Skater Hockey - officials, coaches, volunteers, parents/carers, other family members, friends and children themselves - can help. We believe that all of us have a part to play in looking after the children and young people who come to our club, and that this is both a moral and, arguably, a legal obligation as the Children Act 1989 indicates that anyone who has the care of a child should:

***Do what is reasonable in all circumstances for the purpose of safeguarding or promoting the child's welfare.***

Swindon Skater Hockey Club, in accordance with the requirements / guidance received from Sport England, British Roller Sports Federation (BRSF), British Inline Skater Hockey Association (BiSHA) and the Southern Area Skater Hockey (SASH) requires that all its Officials: Committee Members, Managers, Assistant Managers, Coaches, Assistant Coaches and any other person who on behalf of the club has any contact whatsoever with Children and Young Persons will be required to undertake a Criminal Records Bureau (CRB) Enhanced Check.

All appointments are subject to completing the process, the costs of which will be met by SSHC, within a three month period.

SSHC will handle, use, retain and dispose of Disclosures and Disclosure Information as per the attached policy document. See Appendix A

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 offences. SSHC has developed a statement on the Recruitment of Ex-Offenders which clearly sets out the stance of the club. See Appendix B

Nigel Davies  
CRB Disclosure Officer  
Committee Member



## Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information Policy

### General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Swindon Skater Hockey Club complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

### Storage and access

Disclosure information should be kept securely, in lockable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

### Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.



## Policy Statement on the Recruitment of Ex-offenders

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Swindon Skater Hockey Club complies fully with the CRB Code of Practice and 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.

Swindon Skater Hockey Club is committed to the fair treatment of its staff, potential staff, volunteers, members or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have this written policy on the recruitment of ex-offenders, which 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, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the 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 a designated person within Swindon Skater Hockey Club and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Swindon Skater Hockey Club to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Swindon Skater Hockey Club who are involved in the 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 employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. Such training and guidance will have been provided by an approved CRB Umbrella Organisation.

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.

We make every subject of a CRB Disclosure aware of the existence of the CRB 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.

**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 offences.**