

ZWIĄZEK HARCERSTWA POLSKIEGO ZARZĄD OKRĘGU w WIELKIEJ BRYTANII POLISH SCOUTING ASSOCIATION (UK Region) Ltd.

Registered in England and Wales No.: 08352009,
Registered Charity England and Wales: 1155288, Scotland: SC045348
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Recruiting with Convictions Policy Polish Scouting Association (UK Region) (PSA (UK Region))

The purpose of this policy is to provide assurance to applicants, members, staff and volunteers and guidance to those making recruitment decisions of our organisations process in assessing whether any conviction information provided to us in a disclosure certificate impacts on a person's ability to carry out the role that they have applied for or which they hold within our organisation. It is important to recognise that having a criminal record does not necessarily mean that someone cannot work or volunteer for our organisation.

Our organisation treats all applicants fairly and consistently in accordance with the requirements of Rehabilitation of Offenders Act 1974 (as amended). We do not differentiate between paid and unpaid roles when applying the criteria detailed in this policy, the assessment is based entirely on the requirements of the role and any information shared with us in a disclosure certificate. The level of disclosure which we will access will be the appropriate level for the role (basic, standard, enhanced or PVG).

Self-Disclosure

The rules around what you would need to disclose are complex making it difficult to know what should and should not be disclosed. For this reason, we do not ask applicants going through our recruitment process to self-disclose. Instead, we will make our final recruitment decision based on the information contained in a disclosure. A disclosure will not tell us about any convictions which were gained before the age of 12 (unless you have applied for an enhanced disclosure or a PVG scheme record and the independent reviewer established by the Age of Criminal Responsibility (Scotland) Act 2019 has decided that the information should be included) or those which are spent and which are not considered appropriate to disclose unless they are subject to exceptions or subject to rules. There is a guidance document in Appendix 1 which will give you detailed information on how long a conviction is considered unspent.

Once in post, all staff and volunteers are required to tell us about any new convictions which they gain. Details of any new convictions should be provided in writing to the Safeguarding Lead safeguarding@zhpwb.org.uk. We will then assess this information as detailed in 'How We Will Use Disclosed Information' below.

Disclosure Certificate

In order to ensure there is no bias in our recruitment decisions, accessing the disclosure certificate will be the final part of our recruitment process and will only be requested when we have provisionally offered the role, subject to a satisfactory disclosure.

How we will use Disclosed Information

Any information disclosed will be treated in the strictest confidence and only people required to see the information to help assess it will have access to it. There may be instances where we need to seek support or guidance externally (for example, from a solicitor). When this is necessary, we will not share any information which will identify you, only the information which we require support or guidance on.



Recruiting with convictions Policy
2025

ZHP Okręg w Wielkiej Brytanii Polish Scouting Association (UK Region) Ltd. Reg. England and Wales 08352009,
Reg Charity England and Wales 1155288, Scotland SC045348

February 2022 Updated February



We need to risk assess any conviction or vetting information carefully to ensure there is no risk to our organisation or those who use our services. In order to ensure we carry out a fair and consistent practice when we assess any conviction or vetting information, we will take into account the following criteria:-

- Is the conviction relevant to the position being offered?
- How serious was the offence?
- How long is it since the offence took place?
- Is there a pattern of offending behaviour?
- Have the personal circumstances changed since the time of the offending behaviour?
- How has the person become rehabilitated?
- Is the person barred from the type of regulated work we need them to do?

If we determine that the disclosed information is relevant to the role, we will withdraw the job or volunteering role offer. For those already in post, this may result in disciplinary action and could ultimately result in dismissal. The reason(s) for our decision will be fully explained.

Appeals

If you feel that the risk assessment has not been carried out appropriately or that our decision is unfair, you have the right to appeal. Appeals should be made in writing to the Chair PSA UK Region przew@zhpwb.org.uk within 2 weeks of the result being sent. The Chair will consider the appeal within 2 weeks and revert with a response. The Chair's decision is final.

Reviewed February 2025



Recruiting with convictions Policy 2025

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Appendix 1

Summary guidance for the self-disclosure of previous convictions & alternatives to prosecution in Scotland under the Rehabilitation of Offenders Act 1974

August 2020

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Summary guidance for the self-disclosure of previous convictions & alternatives to prosecution in Scotland under the Rehabilitation of Offenders Act 1974 (“the 1974 Act”)

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