EX-OFFENDER RECRUITMENT POLICY

The DBS Code of Practice requires that the Club makes available a copy of its Policy on the Recruitment of Ex-offenders to all job applicants. A policy statement is given below.

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants upon request. The DBS Code of Practice is available at

DBS code of practice - GOV.UK (www.gov.uk)

- 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), Cambridge United Football Club (CUFC) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- CUFC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- CUFC can only ask an individual to provide details of convictions and cautions that we 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)
- CUFC can only ask an individual about convictions and cautions that are not protected. Protected cautions/convictions do not need to be disclosed and will not be taken into account.
- CUFC 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.
- CUFC has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- CUFC actively promotes 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.
- CUFC select 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.

- CUFC ensures that all those in CUFC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- CUFC 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, CUFC 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.
- CUFC 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.
- CUFC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working at the Club. This will depend on the nature of the position and the circumstances and background of your offences.

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Policy Author	Safeguarding Officer
CEO/Board Approver	CEO
Board Director Signature	
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Review History

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3	June 2024		CEO
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