
	Title: Organization	Cycling Ulster Policy on the Recruitment of Ex-Offenders Cycling Ulster	
Responsibility: Approval	Lead Safeguarding Officer Executive	Status:	Version 1.2 Written – June 2008 Revised – May 2017

Objectives: Equality of Treatment

1. Cycling Ulster undertakes, as an organisation using the AccessNI Service to assess applicants' suitability for positions of trust, we aim to comply fully with the [Code of Practice](#) and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.
2. Cycling Ulster is committed to the fair treatment of its staff, potential staff, volunteers or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. 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.

Request for a Disclosure

1. Cycling Ulster complies fully with the Code of Practice supplied by the Department of Justice in connection with information supplied to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.
2. Cycling Ulster will request an AccessNI Disclosure only where this is considered proportionate and **relevant** to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not an Enhanced Disclosure is available to the position in question. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Cycling Ulster will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check. All those who are applying to work with young people must complete an **Enhanced Application and a check of the Children's Barred List will be requested.**
3. In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), Cycling Ulster will only ask about convictions which are defined as "not protected" for the purposes of obtaining an Enhanced disclosure.
4. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned eg the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment/volunteer position.

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5. Cycling Ulster does not receive a copy of the enhanced Certificate supplied to applicants but are informed that convictions have been found. The applicant will be asked to show the supplied certificate to the Designated Signatory. At this stage, the applicant has the right to withdraw from the recruitment process if he/she does not wish to show his certificate.
6. The AccessNI Designated Signatory for Cycling Ulster may consider discussing any matter revealed in a Disclosure Certificate with appropriate staff in Cycling Ireland such as the National Safeguarding Officer. We are only able to discuss what is contained on a Disclosure Certificate, and not what may have been sent under separate cover by the Police, with the subject of that Disclosure before considering withdrawing a conditional offer of employment.
7. We ensure that all those in Cycling Ulster 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 employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).
8. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

At interview or when an applicant provides a disclosure which shows a conviction, we will take into consideration :-

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether there is evidence of a pattern of offending behaviour
- Whether the applicant's circumstances have altered since the offence took place.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every applicant for a post in Cycling Ulster aware of this policy and provide a copy for any post which requires a disclosure.

Cycling Ulster will make final decisions based on Cycling Ireland's vetting Policy which is available for download in the **Download** Section of www.cyclingulster.com

Please Note

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.