



**Wealden Sailability Policy on Disclosures and Disclosure information (DBS)**  
(This policy was derived from the RYA Model Policy on Recruitment of Ex Offenders and Model Policy on Secure Storage)

## **General Principles**

As a volunteer organisation, Wealden Sailability is not obliged to conduct DBS disclosures on all of its volunteers. However, given that many of its clients are children or vulnerable clients, Wealden Sailability requires that all of its Trustees be subjected to the Disclosure & Barring Service prior to appointment (Trustees appointed via the pre-existing CRB system need not be re-processed). The process will normally be conducted through the RYA as a registered umbrella body, unless the volunteer has already obtained DBS clearance through another body. The Trustees of Wealden Sailability may extend this requirement to volunteers in relevant positions of trust.

## **Storage**

DBS disclosures are handled on behalf of Wealden Sailability by the RYA as an umbrella body. Consequently, disclosures are received by the RYA and not by Wealden Sailability. The only record that Wealden Sailability will hold will be whether or not a volunteer has “passed” DBS, together with any relevant reference number. A copy of the certificate will not be kept by Wealden Sailability.

## **Statement on the Recruitment of Ex-Offenders** (derived from RYA Model Policy on Recruitment of Ex Offenders)

Wealden Sailability is committed to the principle of equality of opportunity and aims to ensure that all its participants and volunteers are treated fairly.

As an organisation that might use the Disclosure & Barring service to help assess applicants’ suitability for positions of trust, Wealden Sailability undertakes to comply with the DBS Code of Practice and to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

A Disclosure is only requested after a risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure may be required, all applicants will be informed at the earliest opportunity that a Disclosure may be requested in the event of the individual being offered the position. Applicants will also be encouraged to complete a self-declaration form giving details of their criminal record, which will only be seen by those involved in the recruitment process. If the nature of the position does not allow Wealden Sailability to ask questions about the entire criminal record, then Wealden Sailability will only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

Wealden Sailability will ensure that those who are involved in the recruitment process have access, prior to discussing the position with applicants, to appropriate guidance on the relevance of offences and on the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.

Wealden Sailability undertakes to discuss any offence or other matter revealed in a Disclosure, that might be relevant to the position, with the person seeking the position before withdrawing a conditional offer of placement. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an acceptance of voluntary help.

This written policy on the recruitment of ex-offenders is made available to all applicants who are asked to apply for a Disclosure. Wealden Sailability makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.

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.

25<sup>th</sup> November 2013

Revised 17<sup>th</sup> February 2014

Reviewed January 2016 Still Current

Reviewed by DM/ST 25<sup>th</sup> January 2018

Reviewed by DM/ST 5<sup>th</sup> April 2019. No changes