



Stockport Youth Orchestra  
The Dialstone Centre, Lisburne Lane, Stockport SK2 7LL  
Telephone: 0161 474 2207 Fax: 0161 474 2218  
Web: <http://www.syo.org.uk>

## **POLICY OF THE STOCKPORT YOUTH ORCHESTRA (“the SYO”) ON THE RECRUITMENT OF EX-OFFENDERS**

### **1. POLICY PRINCIPLES**

It is acknowledged and stressed that the interests of the children must always be paramount in the making of all recruitment decisions. The SYO will therefore consider not only the immediate wellbeing of the children but also the need to ensure that all persons (“Staff”) recruited on whatever basis (including employed and self-employed staff, volunteers, Trustees (being a Trustee of the SYO as defined in the Constitution adopted by the SYO on 7th November 2008) (Trustees), Members (being a member of the SYO as defined in the Constitution adopted by the SYO on 7th November 2008)(Members)) are suitable as role models for the children. Notwithstanding this the SYO will undertake its recruitment process in a manner that is not unnecessarily prejudicial to those with a criminal record.

### **2. POLICY**

- 2.1 As a user of the Criminal Records Bureau (“CRB”) Disclosure Service the SYO will adhere to the CRB’s Code of Practice.
- 2.2 The SYO will treat Disclosure applicants who have a criminal record fairly and not discriminate against them because of a conviction or other information revealed.
- 2.3 The SYO will 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. It will select all candidates for interview based on their skills, qualifications and experience.
- 2.4 A Disclosure will only be 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.
- 2.5 Where a Disclosure is to form part of the recruitment process, it will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. It is acknowledged that such disclosure is in any event required



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registration number 1006205



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by law due to positions involving work with children. The SYO will also request that this information is sent under separate, confidential cover, to a designated person within the SYO and the SYO guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

2.6 It is stressed that in view of the fact that all positions applied for will involve contact with children, the nature of the position permits questions to be asked about convictions which are 'spent' convictions as defined in the Rehabilitation of Offenders Act 1974.

2.7 The SYO will ensure that all those in the SYO who are involved in the recruitment process are aware of the need to properly identify and assess the relevance and circumstances of offences, and are aware of the relevant legislation relating to the employment of ex-offenders.

2.8 At interview, or in a separate discussion, the SYO will ensure that opportunity is provided for an open and measured discussion to take place on the subject of any offences or other matters that might be relevant to the position and that applicants are made aware of the fact that failure to properly reveal information in a timely manner that may be relevant to the position sought could lead to withdrawal of an offer of employment.

2.9 The SYO will make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

2.10 The SYO will ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

### **3 Approval, review and document control**

This Recruitment of ex-offenders Policy will be reviewed on a regular basis by the Trustees. The review will be carried out in accordance with legislative developments and the need for good practice. As part of the review the Trustees will where necessary seek the advice of the ACPC (Area Child Protection Committee) and local authority social services department.,

No changes to this Policy shall be made without the approval of the Trustees of at a duly convened general meeting.

Re -approved by the Trustees of the Stockport Youth Orchestra on 30<sup>th</sup> November 2012.



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