



Skills & Volunteering Cymru (SVC) Policy Statement on the Recruitment of Ex-Offenders as Volunteers

Procedures where a conviction is revealed:

We encourage all applicants to provide details of their criminal record at an early stage and we guarantee that this information will only be seen by those who need to as part of the recruitment process.

If a prospective volunteer declares a conviction, or a conviction is revealed by their DBS, the applicant will be called for interview with a staff member or a member of the SVC Board of Trustees.

This interview will cover the following points:

- The seriousness of the offence and its relevance to the safety of other employees, volunteers, the public etc.
- The length of time since the offence occurred
- Any relevant information offered by the applicant about the circumstances that led to the offence being committed, for example the influence of domestic or financial difficulties.
- Whether the offence was a one-off, or part of a history of offending.
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely.
- The Country in which the offence was committed – for example, some activities are offences in Scotland and not in England and Wales, and vice versa.
- Whether the offence has since been decriminalised by Parliament.
- The degree of remorse, or otherwise, expressed by the applicant, and their motivation to change.

Having considered carefully and thoroughly all these matters, a decision can then be taken as to whether the individual should be able to volunteer. If the decision is not to appoint, a letter will be sent confirming the reasons for this decision.

The above process will also be followed in the event of a spent or unspent conviction coming to light after the offer has been made. **In such cases SVC would reserve the right to withdraw the offer where appropriate.**

Once a relevant decision has been made, we do not keep disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and the human rights of the individual before doing so. Throughout this time the usual conditions regarding the safe storage and strictly controlled access will prevail.

Having a criminal record will not necessarily bar you from volunteering with SVC. This will depend on the nature of the role and the circumstances and background of your offence(s).