

Recruitment, Vetting, DBS Policy

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Recruitment

Dallaglio RugbyWorks recognises that historically it has not attracted Trustees, Leaders or Staff from a broad and diverse background. Rugby can be perceived as a white middle-class sport and Dallaglio RugbyWorks is actively working to change both this perception and the makeup of our people.

It is the organisation's policy that line managers are responsible for recruitment in conjunction with the human resources department. A line manager who wishes to recruit someone must first obtain approval from HR. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the line manager wishes to upgrade a post, or create a new post, justification for this must be presented.

The organisation may choose to advertise some roles internally only, but generally all roles will be advertised externally. The organisation aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. If however there are candidates of equal skills and ability the recruiter will consider a person's background and will favour candidates who are going to support the organisation in broadening our diversity.

Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job. Line managers can attain a template job description from HR and all final job descriptions will be signed off by HR.

Jobs will be advertised on a variety of advertising platforms and all recruitment processes managed internally. Dallaglio RugbyWorks will only use external recruitment agencies as a secondary option, if an appropriate candidate is not found. We will actively advertise in online and print media that has a diverse readership, to facilitate our desire to diversify our team.

The organisation is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable

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adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.

Line managers will discuss with HR the best interview and selection process for the role and line managers will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and passed to HR to be retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview.

Dallaglio RugbyWorks' Interview principles:

- Interview panels should be made up of a minimum 2 people.
- For internal interviews, the organisation will ensure that there is someone who is not part of the line management structure on the interview panel.
- The Office Manager will be the lead communicator with interviewees.
- Candidate screening calls will be carried out as a first stage where there are a large number of candidates.
- The interview process will be bespoke per role. For salaried roles will usually include a first and second interview with a task element.
- The interview panel are required to take notes at interview and use question scoring.
- The safer recruitment policy will be followed. All candidates should be asked a question about their suitability to work with children and gaps in CV probed. See section on recruitment in the Staff Handbook.

Vetting and DBS

Types of Disclosure and Barring Service Check:

There are four types of Disclosure and Barring Service (DBS) check:

1. **Basic disclosure:** Shows details of unspent convictions only.
2. **Standard disclosure:** Shows details of spent convictions, unspent convictions, reprimands, cautions and final warnings that have not been filtered.
3. **Enhanced disclosure:** Shows details of spent convictions, unspent convictions, reprimands, cautions and final warnings that have not been filtered. Includes a check of local police records.
4. **Enhanced disclosure with barred lists check:** Shows details of spent convictions, unspent convictions, reprimands, cautions and final warnings that have not been filtered. Includes a check of local police records and the barred lists held by the DBS.

Disclosure of Criminal Convictions:

The Charity requires job applicants for the following posts to disclose all criminal convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned).

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DBS checks The Charity requires job applicants to produce on request a basic disclosure, showing details of unspent criminal convictions:

- Where a basic disclosure only is required, the job applicant will apply for this/the Charity will seek the job applicants' permission to apply for this via a Responsible Charity.
- The Charity requires an enhanced disclosure check for all central team roles.
- For all delivery based role and any other posts that involve a regulated activity, the Charity will apply for an enhanced disclosure with barred lists check.
- Where any type of DBS disclosure, other than a basic disclosure, is required, the Charity will seek the job applicant's agreement to make a joint application to the DBS for the DBS check.

Process for DBS Checks:

To enable the job applicant to carry out the DBS check (other than where a basic disclosure only is required), the Charity will provide the applicant for the post with an application form and ask them to complete and return the form to the Charity along with documents proving their identity.

The Charity will send the completed form to the DBS together with the application fee. Once the check has been carried out, the DBS should send the certificate to the applicant. The Charity will receive an electronic snapshot of the DBS but may also ask the job applicant for sight of the DBS certificate.

Where the job applicant for the post is a member of the DBS update service, the Charity will, with their permission, carry out a status check on any current certificate. The Charity will pay the DBS application fee.

Offers of Employment:

An offer of employment for a post involving work with children and/or vulnerable adults will be conditional on the job applicant satisfying the Charity's usual requirements for employment. These include receiving two satisfactory references, ensuring that all career breaks are adequately explained, if potential employees have worked abroad, police checks from these countries are secured, right to work in the UK is established.

In addition, the offer of employment will be conditional, where required, on satisfactory completion of DBS checks, depending on the post in question. Where the job applicant refuses to agree to an application to the DBS or a DBS check is completed but the job applicant refuses to allow the Charity to see the DBS certificate, they will be treated as not having satisfactorily completed the DBS check.

No job applicant will be permitted to commence employment with the Charity until all specified conditions are satisfied.

Not all criminal convictions will be a bar to employment. The results of a DBS check will be considered on an individual basis and the Charity will act in a proportionate manner when deciding whether or not to proceed with the appointment to the post in question. However, the protection and safeguarding of children and/or vulnerable adults is the Charity's primary concern.

In addition to DBS, the organisation will complete any number of the following pre-appointment checks:

- obtain two written references and to ask for documentary proof of qualifications. Any offer of employment will be conditional on these requirements being satisfactory and the candidate also satisfying right to work in the UK checks
- verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case
- obtain a certificate for an enhanced DBS check (see Safeguarding of children and vulnerable adults)
- obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available
- verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice given by HR)
- make any further checks that we consider appropriate if the candidate has lived or worked outside the UK including information on sanctions or restrictions imposed by EEA professional regulating authorities
- verify professional qualifications (original certificates), as appropriate.

Recruiting Of Ex-Offenders:

The aim of this policy is to state the Charity's approach towards employing people who have criminal convictions.

The Charity is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

The Charity will therefore consider ex-offenders for employment on their individual merits. The Charity's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Jobs Covered by the Rehabilitation of Offenders Act 1974:

The Charity will not automatically refuse to employ a particular individual just because they have a previous criminal conviction.

During job interviews, the Charity will ask job applicants to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied, the Charity will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment. The Charity will follow the Disclosure Policy in such instances.

Jobs that are Exempt from the Rehabilitation of Offenders Act 1974:

If the job into which the Charity is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, the Charity will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, however, the Charity will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied. The Charity will follow the Disclosure Policy in such instances.

Furthermore, if the job is exempt, the Charity will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The Charity will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). The Charity will reimburse the individual the fee for obtaining the appropriate criminal records certificate. Where the individual is member of the DBS update service, the Charity will, with their permission, carry out a status check on any current certificate.

Data Protection:

The Charity processes information about an individual's criminal convictions in accordance with its data protection policy and policy on processing special category personal data and criminal records data. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Charity's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Once an individual is recruited, information about their criminal record gathered in the course of the vetting process will not be transferred to their personnel file.

Trustee Recruitment

Trustee recruitment will follow the same principles of employee recruitment. All roles will be advertised. The Chair of Trustees and the senior independent non-executive and/or the chair of the nominations committee will conduct the interviews.

The process for Trustee recruitment is as follows:

- a review of the skills matrix to identify the skills needed for the role and a review of the make up of the board to ensure we are broadening the diversity of the Trustee board
- job advertisement will be placed on the web site and sector relevant publications
- an application form will be sent to candidates who express an interest in the role
- candidates will have the opportunity to discuss the work of the charity with a member of the senior team
- short listing will be undertaken by the Nominations committee
- interviews will be held by at least 2 trustees
- selection will be made taking into account the needs of the board, the skill matrix and the need to ensure diversity on the board of Trustees.
- proposed new trustees will complete the following vetting checks:
 - enhanced DBS check
 - obtain references
 - to read and agree to:
 - The Board of Trustees Code of Conduct
 - Conflict of Interest Policy
 - complete a Declaration of Interests & Declaration of Eligibility