

## **BRITISH WHEEL OF YOGA RECRUITMENT OF EX-OFFENDERS' POLICY**

### **POLICY STATEMENT**

The British Wheel of Yoga uses the Criminal Records Bureau (CRB) Disclosure service (through the CRB-recognised Umbrella Body, Lloyd Education) to assess members' suitability for positions of trust. We comply fully with the CRB Code of Practice and undertake to treat all members for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The British Wheel of Yoga is committed to the fair treatment of its members and potential members, or users of its services, regardless of race, gender, religion, sexual orientation or offending background.

### **LEGISLATIVE FRAMEWORK**

Rehabilitation of Offenders Act 1974

### **DEFINITION**

**Recruitment** for the purposes of this policy is defined as acceptance by the BWY for a member or potential member to work, teach or train as a BWY member within the capacity for which the member or potential member has applied.

### **PRINCIPLES**

This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all 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.

A Disclosure is only requested after a thorough risk assessment has indicated that one is relevant to the position concerned. Where a Disclosure is required, all application forms, job/course details and advertisements will contain a statement that a Disclosure may be requested.

We encourage all applicants to provide details of their criminal records at an early stage in the process. This information will only be seen by those individuals in The British Wheel of Yoga who need to see it.

Unless the nature of the position allows The British Wheel of Yoga to ask questions about the member's entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

Those persons in The British Wheel of Yoga 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 legislation relating to the recruitment of ex-offenders.

We ensure that an open and measured discussion, involving the member, takes place on the subject of any offences or other matter that might be relevant to the position applied for. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of any acceptance offer.

The British Wheel of Yoga make this statement and a copy of the CRB Code of Practice available on request to any applicant for Disclosure. We undertake to discuss any matter revealed in a Disclosure with the applicant before any withdrawal of a conditional acceptance offer.

Having a criminal record will not necessarily bar a member from working, teaching or training within the capacity in which they have applied.

December 2005

Acknowledgement:  
CRB Disclosure Information Pack