

SAFER RECRUITMENT AND SELECTION PROCESSES



The recruitment and selection process for positions working with children is rigorous and incorporates a number of pre-employment checks. This is to ensure GB Taekwondo safeguard those with whom we work and only engage those with the right skills, abilities, experience and qualifications required for the particular position.

GB Taekwondo requires that persons applying for positions that involve supervising or being in sole charge of children require an enhanced DBS check. This includes checking whether someone is included in the 2 DBS “barred lists” of individuals who are unsuitable for working with children. GB Taekwondo can withdraw a job offer if the results show anything that would make the applicant unsuitable. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

For further information please visit: <https://www.gov.uk/disclosure-barring-service-check>

If the post you have applied for involves working with, or alongside children, GB Taekwondo will ensure that you are suitable for such work and that you are not disqualified from taking up the post. Therefore, in addition to interviews and taking up references etc., we operate the following pre-employment checks.

Please note: You do not have to consent to these checks, however, if consent is withheld, GB Taekwondo are unable to proceed with your Application. Information supplied by you will be treated in confidence and in accordance with the Data Protection Act.

DBS Check

<https://www.gov.uk/disclosure-barring-service-check>

The nature of a post working with children allows us to ask questions about your entire criminal record because it is exempted from the Rehabilitation of Offenders Act. With some exceptions, having a criminal record will not necessarily bar an individual from working with us (see policy on the recruitment of ex-offenders). This will depend on the nature of the position sought and the circumstances and background of the offence(s).

You will be asked to supply written information on any convictions, cautions, reprimands or final warnings, both spent and unspent, before the interview stage. This information will also be sought via an enhanced Disclosure check should your application be successful.

Criminal Records

With **some exceptions** having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position and the circumstances and background of the offence.

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All applicants will be required to declare any criminal record in the relevant section of the application process as follows:

- If the position is not exempt from the Rehabilitation of Offenders legislation, candidates must declare only 'unspent' convictions.
- If the post is exempt from the Rehabilitation of Offenders legislation, candidates must declare all convictions, cautions, reprimands, or final warnings on their criminal record, both spent and unspent. Successful candidates will also be asked to consent to an Enhanced Disclosure check via the DBS.

Please note any information declared will be kept confidential and in line with data protection principles.

For further information, please see the Policy Statement on the Recruitment of Ex-Offenders.

Proof of Identification

You will be asked to supply documents to confirm your identity for DBS enhanced Disclosure purposes and to comply with the Asylum & Immigration Act, e.g. passport, driving licence, P60. Wherever possible, one item of photographic identification must be produced. You will be informed when and how to supply these documents.

References

As part of our selection procedures, it is necessary for you to provide details of at least two previous employers, one of which must be your current or most recent employer. If you have not worked for a while then one of your referees must be a professional person who can comment on your suitability for the post.

As the role for which you are applying involves training, supervising, working closely with and/or being in sole charge of children and young people under the age of 18 years, then one of the referees must be from your most recent post working with children U18.

Written (scm)/updated: 08/05/2013
