



## **POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS**

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As an organisation using the newly created DBS disclosure service to assess applicants' suitability for positions of trust GB Taekwondo complies fully with the DBS code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

GB Taekwondo is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We 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. We select all candidates for interview based on skills, qualifications and experience.

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

A DBS enhanced disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS disclosure will be requested in the event of the individual being offered the position.

Where a DBS disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within GB Taekwondo and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows GB Taekwondo to ask questions about an applicant's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in GB Taekwondo 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 the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

### **Disqualification for working with children – Barred List**

If you are disqualified from working with children, we are unable to consider you for roles that involve working with these groups. You will therefore be asked to declare whether or not you are disqualified in the relevant section within the application process. It is a criminal offence to apply for a position to work with these groups if you are on the Barred List with the DBS.

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