



## Recruitment of Ex-Offenders Policy

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Black Panther Karate / SJK Karate 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 recruit individuals 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 candidates for interview based on their skills, qualifications and experience. 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 of your offences. We undertake not to discriminate unfairly against applicants because of convictions, cautions, reprimands or outstanding criminal proceedings.

We ensure that all those in the clubs 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.

A Disclosure and Barring Service (DBS) check is only requested by the Black Panther Karate/SJK Karate after a thorough assessment against the eligibility criteria prescribed by legislation and we comply fully with the DBS Code of Practice. We request basic criminal records disclosures which provides basic disclosures to employers only for certain security-sensitive posts where it is proportionate to do so. Where completion of a DBS check or basic disclosure is a condition of an offer of employment, the job advert and/or Further Information document for the vacancy will specify this requirement.

We encourage applicants for such posts to provide details of their criminal record which are not protected in law at an early stage in the application process. Details of which convictions are protected are available from the DBS website. 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.

Unless the nature of the position allows Black Panther Karate / SJK Karate to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in 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 (or dismissal, if your employment has commenced).

Where you have disclosed to us that you have committed a criminal offence, or where a DBS check or basic disclosure has revealed this, we will conduct an objective assessment of the impact that this should have on your employment. The outcome of this assessment will be discussed with you.