

# GB Skate Artistic (GBSA)\* - Recruitment of Ex- Offenders Policy

## Why is this policy required –

The [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), GB Skate Artistic complies fully with the [DBS Code of Practice](#) and undertakes to treat all applicants for positions fairly

GB Skate Artistic undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

GB Skate Artistic can only ask an individual to provide details of convictions and cautions that GB Skate Artistic are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

GB Skate Artistic can only ask an individual about convictions and cautions that are not protected

\*GB Skate Artistic (GBSA) is the trading name of The Federation of Artistic Roller Skating (FARS), a Private Limited Company by guarantee without share capital use of 'limited' exemption, registered in England and Wales Number 03597077. Registered office address: Suite 6 Terence House, 24 London Road, Thatcham, Berkshire, RG18 4LQ



GB Skate Artistic is committed to the fair treatment of its coaches, judges, athletes or any users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

GB Skate Artistic has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

GB Skate Artistic actively promotes 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

GB Skate Artistic licences all coaches and for other job roles select all candidates for interview based on their skills, qualifications and experience

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

GB Skate Artistic ensures that all those in GB Skate Artistic who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences and in such cases, the professional advice of the Local Authority Designated Officer (LADO), Social Care Services and/or NACRO will be sought.

GB Skate Artistic also ensures 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, GB Skate Artistic ensures 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.

GB Skate Artistic makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request

GB Skate Artistic undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

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