BRITISH TAEKWONDO COUNCIL

Safeguarding – Protecting Children Policies and Procedures

Version	Author	Date	Review Date
1	K Beddows	February 2014	February 2017
2	D Sutherill	February 2017	February 2020
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4	D Sutherill	October 2022	October 2025

It is a requirement of the DBS Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

BTC Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, the BTC 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 a conviction or other information revealed.

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

- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

- 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 instructors for acceptance based on their skills, qualifications and experience.

- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For the position of an instructor a Disclosure is required, all application forms, and information briefs will contain a statement that a Disclosure will be requested in the event of the individual being accepted as a registered instructor.

- A Disclosure is required as part of the acceptance process, we encourage all instructors 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 the BTC and we guarantee that this information will only be seen by those who need to see it as part of the acceptance process.

- Unless the nature of the position allows the BTC to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 2020

- We ensure that all those in the BTC who are involved in the acceptance 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 2020.

- 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 refusal of recognition by the BTC.

- 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 Disclosure with the person seeking the position before refusing a conditional offer of acceptance to be a registered instructor.

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

BTC designated person is;

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