

Wing Chun Kung Fu

Unit 1c Eagle Trading Estate
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Wing Chun Kung Fu - DBS Check and Recruitment of Ex-Offenders Policy

All staff, volunteers, and Directors of Wing Chun Kung Fu must undergo an Enhanced Disclosure and Barring Service (DBS) check upon recruitment. These checks are reviewed every three years to maintain compliance and safeguarding standards.

Commitment to Fair Recruitment

As an organisation assessing applicants' suitability for positions covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Wing Chun Kung Fu fully complies with the DBS Code of Practice. We are committed to treating all applicants fairly and will not discriminate unfairly against any individual based on convictions or other information disclosed in a DBS check.

Wing Chun Kung Fu will only request information about convictions and cautions to which we are legally entitled. We will request DBS certificates at enhanced levels where they are legally appropriate—specifically for roles included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and relevant Police Act Regulations.

Equality and Fair Treatment

Wing Chun Kung Fu is committed to ensuring fair treatment for all staff, potential staff, and service users, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical or mental disability, or previous offending background.

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

Wing Chun Kung Fu promotes equality of opportunity by considering diverse applicants. We actively encourage applications from individuals with criminal records and select candidates for interviews based on their skills, qualifications, and relevant experience.

Risk Assessment and Recruitment Process

A criminal record check will only be submitted to the DBS after a thorough risk assessment confirms that it is proportionate and relevant to the specific role. For positions requiring a DBS check, all relevant documentation—such as application forms, job adverts, and recruitment briefs—will include a statement confirming that a DBS check will be required if an offer is made.

All individuals involved in the recruitment process at Wing Chun Kung Fu receive appropriate training to identify and assess the relevance of offences. This training also covers relevant legislation, such as the Rehabilitation of Offenders Act 1974.

Candidates can discuss any offences or other matters relevant to the role during the interview or in a separate discussion. Failure to disclose relevant information could result in the withdrawal of an employment offer.

Disclosure and Confidentiality

Wing Chun Kung Fu ensures that all individuals undergoing a DBS check are informed of the DBS Code of Practice and can access a copy upon request.

Any issues revealed in a DBS certificate will be discussed openly with the individual before a conditional offer of employment is withdrawn.

Policy Adoption and Review

This policy was adopted by the Board of Directors at Wing Chun Kung Fu and is reviewed annually.

Last Review Date: 24/02/2025

Signed by Senior Director: Alan Bagley