



**GKR**  
KARATE



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GKR Karate Admin Services LLP

## Policy Statement on Recruitment and Certificate Requests

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, GKR Karate Admin Services LLP complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- GKR 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 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 a criminal record. We select all candidates for interview based on their skills, qualifications and experience.
- A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned, particularly where the role involves interaction with children. For those functions/roles where a DBS check is required, namely for promotion to Karate Instructor the member will be advised that a DBS check will be requested in the event of the individual being promoted.
- Where a DBS check is to form part of the selection process, we encourage all applicants called for interview to provide details of any criminal record at an early stage after being identified as suitable for the role as an instructor. We request that this information is provided confidentially, to a designated person within GKR Karate (for example a Regional Manager), and we guarantee that this information will only be seen by those who need to see it as part of the process.
- Unless the nature of the position allows GKR Karate to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that the responsible person in GKR Karate who ultimately assesses the suitability of applications has been suitably trained to identify and assess the relevance and circumstances of offences.
- 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 voluntary role within the organisation.
- Having a criminal record will not necessarily bar you from working with us or being a member of the Karate Club. It will depend on the nature of the position and the circumstances and background of your offences.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.