



## Policy Statement on the Recruitment of Ex-offenders

Pentathlon GB complies fully with the DBS's Code of Practice in respect of using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust 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.

Pentathlon GB 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.

Pentathlon GB 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. Pentathlon GB selects all candidates for interview based on their skills, qualifications and experience.

A DBS Disclosure is only requested for those seeking to undertake Regulated Activity and content is risk assessed in confidence by an independent Case Management Review Group proportionate and relevant to the position concerned.

Where a Disclosure is to form part of the recruitment process, Pentathlon GB will ask those offered a post to complete a self-declaration form providing details of any criminal record before confirming appointment using the PGB Self-Disclosure Form (downloadable from the [Safeguarding page](#) of the PGB website) to a designated person within Pentathlon GB (usually the CEO) and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Pentathlon GB 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 all those in Pentathlon GB 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.

At interview, or in a separate discussion, Pentathlon GB 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.

Pentathlon GB undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**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 and background of your offences. For example, the nature of the offence, how old you were when you committed the offence, length of intervening period and record of behaviour/rehabilitation in between, whether it occurred more than once, the reasons for offending, and any other relevant mitigating circumstances.