

DBS Policy

Policy Statement

Parkour UK requires all employees who work in certain positions to undergo a basic Disclosure and Barring Service (DBS) check before they start their employment and every three years thereafter. Some roles, for example Tutors or Coaches, may require a different level of DBS check, alongside other vetting checks.

Employees and potential employees will be required to partake in a DBS check if they work in a role assessed as requiring one. The list of roles requiring a DBS is usually based on contact with children, vulnerable adults or sensitive information.

Different roles may require different levels of checks and Parkour UK will use the Government's [DBS Service's Eligibility Tool](#) to determine which level of check is appropriate for which role. For the majority of positions within Parkour UK which require a DBS check, a basic check will suffice as this will show any unspent convictions and conditional cautions.

Parkour UK reserves the right to request a DBS check for any other position that it deems necessary for the protection of the public or our reputation.

Guiding principles

Parkour UK will treat all applicants and employees fairly and consistently throughout this process.

- We will comply with the DBS Code of Practice and Rehabilitation of Offenders Act 1974 and will not discriminate against anyone on the basis of their criminal record.
- We will assess the relevance and proportionality of the DBS check requirement for each position and will only request a DBS check when it is necessary and justified.
- We will respect the privacy and confidentiality of all applicants and employees and will only use and share their DBS information for the purpose of making recruitment and employment decisions.

What is a DBS check?

DBS stands for Disclosure and Barring Service and is a process used to identify relevant offences in an individual's criminal record.

Process for new starters

Roles which require DBS checks will include this within the job advert and the conditional job offer letter provided to the successful applicant.

Individuals will be sent a link to complete the DBS check and will be supported to do so, alongside other new starter vetting processes.

Once the DBS check is returned, Parkour UK will record the outcome and confirm the check is complete. The offer of work may be withdrawn if the candidate does not engage in this process in an appropriate timeframe.

New employees would not commence work prior to the DBS check being received.

The DBS Check

Parkour UK employ an external provider called Vibrant Nation to carry out the process of DBS checks. Vibrant Nation will email a link and guidance to individuals asking them to submit the relevant information; however, Parkour UK will check all ID themselves prior to submitting the check via Vibrant Nation. The outcome will then be emailed back to the individual, as well as being shared with Parkour UK via a portal.

Renewing DBS Checks

All employees who are subject to this policy must renew their basic DBS check every three years from the date of issue.

Parkour UK will notify employees and tutors when their DBS needs renewal, and the employee/tutor should follow the process as outlined by us.

Employees who hold a DBS undertaken by Parkour UK will not require further clearance if they change position within the NGB unless it has been more than two years since the previous DBS was undertaken.

Criminal Records

Current Employees Criminal Offences

Existing employees who are cautioned, charged, summonsed or convicted of a criminal offence should inform the CEO and Head of Development immediately in writing (i.e. an email). They will then review this information, and consideration will be given as to whether such conviction or caution could affect an individual's ability to fulfil their contract.

Depending on the seriousness and circumstances of the criminal record and the job the employee is employed in, Parkour UK may consider the offence as warranting a disciplinary process which could result in actions up to and including dismissal for gross misconduct.

Failure to disclose such information is likely to lead to disciplinary action being taken up to and including dismissal for gross misconduct.

DBS returned with Criminal Record - Current Employees

If a DBS check reveals a criminal record of a current employee, Parkour UK will assess the relevance of the record to the position in question. A DBS risk assessment will be carried out to identify the level of risk the criminal record poses. This may lead to a factfinding investigation in line with our Disciplinary Policy. In the investigation, the nature of the offence, the time that has passed since the offence was committed and any other relevant information will be considered. The disciplinary process could result in actions up to and including dismissal for gross misconduct in line with Parkour UK's disciplinary policy.

DBS returned with Criminal Record – Job Applicant

If a DBS check reveals a criminal record of a role applicant, Parkour UK will assess the relevance of the record to the position in question by carrying out a DBS risk assessment and offers of employment may be withdrawn.

Parkour UK will comply with the DBS Code of Practice and the Rehabilitation of Offenders Act 1974, and will not discriminate against anyone on the basis of their criminal record.

Appeals of the DBS outcome

The DBS Service provides a right to appeal if an individual feels that information revealed on the DBS certificate is incorrect or does not relate to them. More information can be found on the [DBS appeals and disputes page](#).

Data Protection

Parkour UK will store personal data produced by this process securely and confidentially in accordance with the Data Protection Act 2018 and the DBS Code of Practice.