

## **RECRUITMENT POLICY**

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Learning Through Theatre complies fully with the code of practice and undertakes to treat all applicants for positions fairly. View the Government DBS Code of Practice: <https://www.gov.uk/government/publications/dbs-code-of-practice>
- Learning Through Theatre undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Learning Through Theatre can only ask an individual to provide details of convictions and cautions that Learning Through Theatre are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Learning Through Theatre can only ask an individual about convictions and cautions that are not protected
- Learning Through Theatre 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
- Learning Through Theatre 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
- Learning Through Theatre select all candidates for interview based on their skills, qualifications and experience
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Most positions with Learning Through Theatre will involve working with children and/or young people and for these positions a criminal record check is necessary. All application forms, job adverts and recruitment briefs relating to such positions will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

Created by: C. Stapleton

Created: May 2018

Reviewed: April 2020

Next review: April 2022

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**LEARNING  
THROUGH  
THEATRE**

- Learning Through Theatre ensures that all those in Learning Through Theatre who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Learning Through Theatre also ensures 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, Learning Through Theatre 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
- Learning Through Theatre makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
- Learning Through Theatre undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

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