

## **Criminal Record Checks and Recruitment of Ex-Offenders Policy**

### **Introduction**

1. The Royal Academy of Dance (RAD) Recruitment and Selection Policy outlines the need for safe recruitment procedures which treat all applicants fairly. This related policy explains the arrangements for criminal record checking and the recruitment of ex-offenders, which will not discriminate because of a conviction or other information revealed.
2. The RAD is committed to the fair treatment of its current and potential employees, freelance workers including teachers, pianists, chaperones, assistants and volunteers regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, colour, nationality and national origin), religion or belief (including philosophical belief), sex or sexual orientation or offending background.

### **Criminal record check arrangements**

1. The RAD uses the services of an Umbrella Body currently Due Diligence Checking Ltd (DDC) to obtain criminal record checks from the Disclosure and Barring Service (DBS), Disclosure Scotland and AccessNI (Northern Ireland), including requesting to check appropriate Vetting and Barring lists to assist with the overall assessment of an applicant's suitability for employment or freelance engagement where the employment is categorised as a regulated activity relating to children, where the employee is responsible for regularly training, teaching, instructing, caring and/or supervising children, including the duties of a chaperone.
2. Applicants who have lived in another country (outside of the UK) are required to provide a criminal record check or "certificate of good character" from each country that they have lived in for 6 months or more in the last 5 years. Details of the application process for criminal records checks or 'Certificates of Good Character' vary from country to country. Details of how and where to make an application may be found at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. Applicants who are already in the UK may also be able to apply to the relevant embassy in the UK.
3. A potential employee or worker is only required to obtain a Disclosure or certificate of good character (referred to from here onwards as Disclosure) if after a thorough risk assessment it is considered that a Disclosure is proportionate and relevant to the position concerned. The risk assessment will be carried out by the Head of HR and the relevant Director or Manager. For those positions where a Disclosure is required, all job advertisements, recruitment agency briefs and person specifications will state that a Disclosure will be requested in the event of the individual being offered the employment.
4. This policy on the recruitment of ex-offenders is made available to all applicants on the RAD website and is brought to the attention of all interview candidates as part of the recruitment process.
5. Where a Disclosure is to form part of the recruitment process, the Royal Academy of Dance encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process on a self-declaration form available on the RAD website (Work with Us). It is permissible for information to be sent under separate,

confidential cover, to the Head of HR or for the individual to give the form to the HR representative at interview. The Royal Academy of Dance guarantees that this information remains confidential and is only known by those who need to know as part of the recruitment process.

6. Unless the nature of the position allows the Royal Academy of Dance to ask questions about an applicant's entire criminal record the RAD will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

### **Recruitment of ex-offenders**

1. The RAD complies with DBS, Disclosure Scotland and AccessNI Codes of Practice and aims to treat all applicants for positions fairly.
2. The RAD undertakes to not discriminate unfairly against any subject of a Disclosure on the basis of a caution, conviction or other information revealed. It actively promotes equality of opportunity for all with the right mix of experience, talent, skills, and potential, and welcomes applications from a wide range of applicants, including those with criminal records.
3. The RAD selects at interview based on skills, qualifications and experience. Criminal records will only be taken into consideration as part of a recruitment process, if it has direct implication to the specific employment. This is done after careful consideration to ensure the safeguarding of children, young people and vulnerable adults.
4. The RAD ensures that those involved in identifying and assessing the relevance and circumstances of offences to employment have been suitably trained.
5. At interview, or in a separate discussion, the Royal Academy of Dance will ensure that an open and measured exchange takes place on the subject of any offences or other matters 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.
6. The RAD will make every subject of a DBS, Disclosure Scotland and AccessNI check aware of the existence of the appropriate Code of Practice and will provide a copy on request.
7. The RAD will discuss any matter revealed in a Disclosure with the person concerned before withdrawing any conditional offer of employment.

### **Policy Review**

1. This policy will be reviewed by senior management and the Head of HR on a regular basis, to incorporate changes to legislation and in accordance with the RAD's Recruitment and Selection Policy and any other relevant policies which may change or be introduced.

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