

Policy for the Recruitment of Ex-Offenders 2026

Summary

The International British Theatre School (IBTS) is committed to safeguarding children and young people while ensuring fairness, equality, and inclusion in recruitment.

This policy outlines how IBTS lawfully and fairly assesses applicants with criminal records in line with DBS regulations and the Rehabilitation of Offenders Act.

Policy Statement

IBTS is an organisation that uses **Disclosure and Barring Service (DBS)** checks to assess applicants' suitability for positions involving contact with children.

We comply fully with the **DBS Code of Practice (2024)** and ensure that all recruitment decisions are made transparently, proportionately, and without discrimination.

IBTS undertakes not to unfairly discriminate against any individual on the basis of a criminal record that has no bearing on their suitability for the role.

We actively support rehabilitation and equality of opportunity while maintaining our overriding duty to protect children.

Legal Framework

This policy adheres to:

- **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**, as amended.
 - **Police Act 1997** and **DBS Code of Practice (2024)**.
 - **Equality Act 2010**.
 - **Ofsted and DfE Safer Recruitment Guidance (2025)**.
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Recruitment Practice

- IBTS will only request DBS checks where legally justified by the nature of the post.
 - Job adverts, application packs, and recruitment briefs will clearly state when a DBS check is required.
 - Applicants will be informed at the start of the recruitment process that a DBS disclosure is necessary for specific roles.
 - All recruitment decisions will consider the relevance, nature, and timing of any offence in relation to the role applied for.
 - A conviction will not automatically prevent employment.
 - Applicants are encouraged to disclose information that may be relevant during the interview stage in a private, respectful discussion.
 - All staff involved in recruitment receive training in **safer recruitment** and **fair assessment of ex-offenders**.
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Confidentiality and Data Protection

- Information about criminal records will be handled in accordance with the **Data Protection Act 2018** and **UK GDPR**.
 - Disclosures will be viewed only by those directly involved in the recruitment process.
 - All information will be kept confidential and destroyed securely once it is no longer required.
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Communication and Fairness

- All applicants for roles requiring DBS checks will receive a copy of this policy at the outset.

- IBTS ensures that applicants are aware of their rights under the DBS filtering rules, which protect certain spent convictions from disclosure.
 - If a DBS check reveals information, the applicant will have the opportunity to discuss the details before any decision is made.
 - Failure to disclose relevant information may result in withdrawal of an employment offer.
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Training and Oversight

The Director ensures that:

- Safer recruitment training is refreshed every **three years**.
 - Managers are aware of relevant legislation regarding the employment of ex-offenders.
 - The DBS Code of Practice is available to all applicants on request.
 - Decisions are reviewed periodically to ensure fairness and consistency.
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Monitoring and Review

This policy will be reviewed annually or sooner if legislation or DBS procedures change.

Reviewed: 15 November 2025

Next Review Due: 15 November 2026

Policy Owner: Ben Whiteside, Director

International British Theatre School