Idta policy regarding the recruitment of ex offenders

We are committed to fair, inclusive, and non-discriminatory recruitment practices. We recognise that people with criminal records can make a positive and valuable contribution to the workplace and we will not unfairly exclude applicants solely on the basis of a criminal conviction or caution.

This policy applies to:

- All employees, volunteers, members, directors and contractors at the IDTA
- All roles, including:
    - Teaching and examining roles
    - Roles involving contact with children or at-risk adults
    - Administrative and corporate roles
    - Roles with limited or no public contact

We comply with all relevant legislation and guidance across the UK, including:

- The Rehabilitation of Offenders Act 1974 (ROA) and relevant amendments
- Disclosure and Barring Service (DBS) requirements (England & Wales)
- Disclosure Scotland and the Protecting Vulnerable Groups (PVG) Scheme (Scotland)
- Access NI requirements (Northern Ireland)
- Equality Act 2010 (where applicable)

We ensure that criminal record checks are only requested where lawful and proportionate to the role.

- Having a criminal record will not automatically bar an individual from employment.
- All applicants will be assessed on their skills, qualifications, experience, and suitability for the role.
- Any consideration of criminal history will be role-specific, proportionate, and risk assessed
- Information about criminal records will be treated confidentially and handled in line with data protection legislation and the IDTA policies on data Protection, safeguarding and safe storage of DBS/ PVG/ Access NI information.

Where a role is eligible for a criminal record check:

- Applicants will be informed at an early stage if a check is required.
- Only relevant and legally disclosable information will be considered.
- Each case will be assessed individually, taking into account:
    - The nature and seriousness of the offence(s)
    - Relevance to the duties of the role (including teaching or examining responsibilities)
    - Time elapsed since the offence(s)
    - Evidence of rehabilitation and positive conduct since

- Al individuals will be offered the opportunity to self-disclose and discuss any previous convictions with our safeguarding lead and additional information about this can be found here Disclosure and Barring Service - International Dance Teachers Association The procedure regarding self-disclosure can be found in appendix A.

Member teachers and examiners and Guest lecturers and adjudicators

- Enhanced disclosures (or PVG membership in Scotland) may be required where the role involves regulated or direct contact
- Particular consideration will be given to safeguarding responsibilities, professional standards, and regulatory requirements.
- Decisions will balance safeguarding obligations with fairness and rehabilitation principles.

For roles involving no or minimal public contact:

- Criminal record checks will only be requested where legally justified.
- Convictions that are not relevant to the role will not be considered.

Recruitment decisions:

- Recruitment decisions will be made by appropriately trained staff.
- Applicants will have the opportunity to discuss disclosed information before a final decision is made.
- Where employment is declined based on criminal record information, reasons will be documented.
- Where a risk assessment is considered appropriate before appointment to a role this will be undertaken by the DSL of the IDTA and approved by the COO of the IDTA
- Appeals and complaints regarding this will be addressed by the CEO of the IDTA
- All applicants will be provided with feedback regardless of the employment decision and will be actively included in any risk assessment process.

This policy will be reviewed regularly to ensure compliance with legislation across all four UK nations and to reflect best practice in fair recruitment.

Appendix A:

Procedure for self-disclosure:

At Application:
- Fair recruitment statement included

- Candidate informed of DBS requirement (if applicable)

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Shortlisting (Based on Skills & Merit Only)

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Conditional Offer Made

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Self-Disclosure Stage

- Applicant completes confidential declaration form or discloses to DSL
- Disclosure handled in line with Data Protection Act 2018

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DBS /PNV/ Access NI Check Initiated

- Basic / Standard / Enhanced (role dependent)
- Safeguarding risk level considered

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Risk Assessment Conducted including

- Nature and seriousness of offence
- Relevance to role
- Time elapsed
- Pattern of behaviour
- Evidence of rehabilitation
- Safeguarding considerations

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Safeguarding / Management(if required)

- HR + COO+ Safeguarding Lead
- Documented decision rationale

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Decision Outcome

→ A. Proceed to Employment

- Confirm appointment
- Agree any risk management controls
- Induction & safeguarding training

OR

→ B. Withdraw Conditional Offer

- Reason documented
- Applicant informed appropriately

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Record Keeping

- Secure storage of disclosure data
- Retention in line with DBS Code of Practice