



Playful Doses Drama CIC

DBS policy

All of our staff, volunteers and our Directors have to have a DBS check on recruitment. This is reviewed every three years.

- 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), Playful Doses Drama CIC complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Playful Doses Drama CIC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Playful Doses Drama CIC can only ask an individual to provide details of convictions and cautions that Playful Doses Drama CIC 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), Playful Doses Drama CIC can only ask an individual about convictions and cautions that are not protected.

- Playful Doses Drama CIC 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.
- Playful Doses Drama CIC 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, including those with criminal records. Playful Doses Drama CIC 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. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Playful Doses Drama CIC ensures that all those in Playful Doses Drama CIC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Playful Doses Drama CIC 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, Playful Doses Drama CIC 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.

- Playful Doses Drama CIC 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.
- Playful Doses Drama CIC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Policy adopted by the board in 27/01/2024 and reviewed every year.

Last review and signature

Date: 29/01/2026

Signed by Senior Director

Sandy Beech