

# Theatre Club Kids - DBS Policy Statement



Theatre Club Kids will only ask an individual to provide details of convictions and cautions they are legally entitled to know about.

Theatre Club Kids has undertaken a thorough risk assessment before deciding it is both proportionate and relevant to the position concerned to apply for a Basic, Standard or Enhanced DBS check, also ensuring the role is legally eligible for one of these types of check.

For those positions where a DBS check is identified as necessary, Theatre Club Kids will ensure that all application forms and other relevant recruitment documentation will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Theatre Club Kids will undertake to treat all applicants for positions fairly and do not discriminate unfairly against any subject of a criminal record check on the basis of a conviction, caution or other information revealed.

Theatre Club Kids will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be revealed on a DBS check where it is not explicit in the policy that such information would be a barrier to employment.

That the organisation abides by the DBS Code of Practice and/or the Basic check processing standards.

Theatre Club Kids 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.

Theatre Club Kids will ensure that all candidates are selected for interview based on their skills, qualifications and experience.

This policy will be regularly monitored by manager and staff of school and will be subject to annual review.

These procedures will be reviewed annually.

Signed:

Jess Fricker - 1<sup>st</sup> September 2025