



# Face Front Inclusive Theatre

52 Market Square, Edmonton Green, London N9 0TZ  
Tel - 020 8350 3461 | Email - [admin@facefront.org](mailto:admin@facefront.org) | [www.facefront.org](http://www.facefront.org)

## Recruitment of Ex-Offenders Policy

Face Front Inclusive Theatre (FFIT/ Face Front) is an inclusive organisation who recognises that all members of society can contribute to our work and continued success. This policy sets out the steps we undertake to enable us to employ ex-offenders whilst still making the safety of our participants, staff and audience of paramount importance.

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), Face Front complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly

- Face Front undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Face Front can only ask an individual to provide details of convictions and cautions that Face Front 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)
- Face Front can only ask an individual about convictions and cautions that are not protected
- Face Front 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
- Face Front has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process (this document)
- Face Front 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
- Face Front selects all candidates for interview based on their skills, qualifications and experience

### Inclusion Through Theatre

Patrons: Mat Fraser | Josette Bushell-Mingo OBE | Rachel Denning | Doris Jiagge  
Aditya Chakrabortty | Onjali Rauf MBE | Joseph Adelakun | Jamie Beddard

Face Front Inclusive Theatre is a company limited by guarantee.  
Registered in England and Wales No.05154096. Registered Charity No.1116506.

- All our work involves some form of contact with children and/or vulnerable adults so any successful applicant will be asked to agree to an enhanced DBS. If this request is refused, the applicant will not be able to take up the post with our company.
- 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
- Face Front ensures that all those in Face Front who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Face Front 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, Face Front 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
- Face Front 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
- Face Front undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## Related Policies and procedures

This policy should be read alongside our related organisational policies:

Children and Vulnerable Adult Safeguarding Policy  
 Confidentiality Policy  
 Data Protection Policy  
 EDI Policy

## LAST REVIEWED

December 2025

## REVIEW

June 2026

## Face Front's performing arts groups

