

**ROYAL ACADEMY  
OF DANCE**

**Criminal Records Check Policy**

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## 1. Purpose of the Policy

The Faculty of Education requires that all potential students who have applied to a place on a programme of study which, as a requirement, brings them into direct contact with children and / or adults at risk must complete a satisfactory Criminal Records Check.

## 2. UK Applicants without an Enhanced DBS Check

For UK applicants this check must be undertaken by the Disclosure and Barring Service (DBS). An Enhanced DBS Certificate will be required of all potential students prior to acceptance. In exceptional cases (e.g. where an applicant is accepted late) an applicant may commence the programme before the Disclosure has been issued. **However, no applicant will be allowed to commence a programme without first applying for the Enhanced DBS Certificate.**

## 3. UK Applicants in possession of a current Enhanced DBS Check

Where applicants are already holding an Enhanced DBS Certificate applied for by the Royal Academy of Dance, this will be accepted if it has been issued in the year immediately prior to the start of the programme.

## 4. UK Applicants registered with the DBS Update Service

Where an applicant is registered with the DBS Update Service and provides the Admissions Officer with their Enhanced DBS Certificate number, Registry will check their DBS status. The original DBS Enhanced Certificate must also be submitted to Registry.

## 5. UK Applicants who hold a current Disclosure Scotland or Northern Ireland Access check

Students with a current Disclosure Scotland or Access NI check will not have to undergo a DBS check unless they are undertaking a placement in an English school as part of their placement.

## 6. Non-UK Applicants

Students who are:

- not residing in the UK at the time of application or
- whose programme involves a teaching placement outside the UK

are required to undertake the relevant police check in their country prior to acceptance. The UK Disclosure and Barring Service provides some guidance about checks in different countries and information can be found on their website:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Non-UK applicants will be asked to obtain a Criminal Records Check, or 'Certificate of Good Character', from their country of origin. It may also be possible to obtain such a check through the relevant embassy in the UK. If students are unable to obtain an Enhanced DBS check or similar in their country of residence, they should contact Registry for advice.

Non-UK applicants who are living in the UK will be required to obtain an Enhanced DBS.

UK applicants who have lived in another country for more than six months in the last five years will be required to undertake a police check in that country in addition to the Enhanced DBS.

Where an applicant has lived in more than one country for more than six months in the last five years they will be required to undertake a police check in each country.

Prior to their first placement, non-UK applicants (who are now living in the UK but who have never lived in the UK before) will be required to apply for an Enhanced DBS Certificate.

## **7. Programmes of Study requiring an Enhanced Disclosure Certificate**

Applicants to the following programmes will be required to obtain an Enhanced Disclosure Certificate and / or a Criminal Records Check from their country of origin / countries they have lived in over the past five years:

- **Master of Arts in Education (Dance Teaching)**
- **Postgraduate Diploma in Education (Dance Teaching)**
- **Postgraduate Certificate in Education (Dance Teaching)**
- **BA (Hons) Ballet Education**
- **BA (Hons) Dance Education\***

- **Diploma of Higher Education: Dance Education\***
- **Professional Dancers' Graduate Teaching Diploma**
- **Certificate in Dance Teaching (Ballet)**

\*Students will be required to undertake an Enhanced DBS/Criminal Records Check prior to commencement on Level 5 of the programme if selecting module BDE505: Practical Teaching Placement.

## **8. Programmes of Study not requiring an Enhanced Disclosure Certificate / Criminal Records Check**

Applicants to the programmes listed below are not required to undergo any kind of Criminal Records Checks as there are no requirements for them to come into contact with children or adults at risk. Outside of these programmes, any involvement with children or adults at risk that requires a criminal record check is the student's responsibility.

- Certificate of Higher Education: Dance Education
- Licentiate of the Royal Academy of Dance

## **9. Umbrella Organisation**

The RAD uses the services of a DBS-approved umbrella organisation to process applications for DBS Enhanced Disclosures and equivalent checks. Applicants will be informed of details at the appropriate time during the application process.

## **10. Disclosure**

All offers made for programmes of study requiring contact with young people and adults at risk will be conditional upon the applicants' Criminal Record Disclosure status. Where a student's Criminal Record Disclosure reveals a conviction, a risk assessment will be made. Depending on the outcome of the risk assessment the student may be required to withdraw from the programme.


## **11. Associated Documents:**

- Admissions Policy

- Criminal Record Checks and Recruitment of Ex-Offenders Policy

## **12. Policy Review**

The Policy and Procedures will be reviewed annually or at such times when changes to UK legislation may trigger a review.

Created	December 2014
Reviewed by the Policy and Strategy Committee	20 May 2025
Ratified by the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance	9 June 2025
Signed on behalf of the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance by the Chair	
Review Date	May 2026