POLICY ON THE RECRUITMENT OF EX-OFFENDERS

Policy Owner: Head Office
Governance Oversight: Grand Council
Applies to: Staff, examiners, Teacher Members, contractors, volunteers and visitors
Review Cycle: Annual or following significant change
Last updated: 18th July 2026

1. Purpose

International Performing Arts & Theatre Limited (I-PATH) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all individuals affected by its activities.

This policy sets out how I-PATH:

- fulfils its responsibilities under health and safety legislation
- identifies, manages and controls risks
- ensures safe working and examination practices
- protects learners, staff, examiners and the public
- supports the safe delivery of assessments
- aligns with Ofqual expectations relating to learner protection, organisational capability and control of standards

2. Scope

This policy applies to all activities undertaken by or on behalf of I-PATH, including:

- office-based work
- examinations and assessments
- online and remote activities
- training, meetings and events
- visits to third-party premises (e.g. examination centres, studios, schools)

It applies to:

- employees and contractors
- examiners and moderators
- Teacher Members and centres
- volunteers and visitors

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3. Statement of Commitment

I-PATH recognises that effective health and safety management is an essential part of good governance and operational integrity.

I-PATH is committed to:

- providing a safe and healthy working environment
- preventing accidents, injury and work-related ill health
- complying with applicable health and safety legislation and guidance
- embedding health and safety considerations into planning and decision-making
- reviewing and improving health and safety arrangements continuously

4. Governance and Responsibilities

4.1 Grand Council

The Grand Council holds ultimate responsibility for health and safety governance and ensures that:

- appropriate policies and procedures are in place
- adequate resources are allocated
- health and safety performance is reviewed periodically

4.2 Head Office

Head Office is responsible for:

- implementing this policy
- ensuring appropriate risk assessments are carried out
- providing guidance and training
- monitoring incidents, near misses and compliance
- liaising with centres, examiners and contractors

4.3 Staff, Examiners, Teacher Members and Contractors

All individuals are required to:

- take reasonable care of their own health and safety
- avoid actions that could put others at risk
- follow health and safety instructions and procedures
- report hazards, incidents and concerns promptly
- cooperate with I-PATH in meeting legal obligations

Failure to do so may result in disciplinary action or sanctions.

5. Risk Assessment and Control

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- I-PATH undertakes risk assessments appropriate to its activities
- Risks are reviewed periodically and when circumstances change
- Control measures are implemented proportionately
- Findings are communicated where relevant

For examinations delivered at third-party venues, responsibility for venue safety rests with the centre or host organisation, subject to examiner confirmation and I-PATH oversight.

6. Examinations, Performances and Practical Activity

In relation to examinations and assessments:

- activities must be appropriate to the level and age of learners
- unsafe examination practices are prohibited
- studios and performance spaces must be suitable and hazard-free
- equipment must be safe and fit for purpose
- examiners have authority to stop an examination where safety is compromised

These arrangements support assessment integrity and learner protection.

7. Online and Remote Activity

For online examinations and remote working:

- environments must be safe and suitable
- participants must not be placed at unnecessary risk
- I-PATH guidance on online examinations must be followed
- safeguarding and wellbeing considerations apply equally

8. Fire Safety and Emergency Procedures

I-PATH ensures that:

- fire safety arrangements are in place for premises under its control
- emergency procedures are communicated to staff and visitors
- evacuation procedures are tested where applicable

At third-party venues, local emergency procedures apply and must be followed.

9. Accidents, Incidents and Near Misses

- All accidents, incidents and near misses must be reported promptly to Head Office
- Records are maintained securely
- Serious incidents are escalated appropriately
- Lessons learned inform future risk management

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10. Contractors and Third Parties

- Contractors must demonstrate appropriate health and safety arrangements
- Third-party venues must have suitable health and safety policies in place
- I-PATH reserves the right to refuse to operate in unsafe environments

11. Safeguarding, Wellbeing and Vulnerable Individuals

Health and safety arrangements operate alongside the Safeguarding Policy to ensure:

- protection of children and vulnerable adults
- appropriate supervision
- safe physical and emotional environments

12. Training and Competence

I-PATH ensures that:

- individuals are competent to undertake their roles
- appropriate information, instruction and training is provided
- additional guidance is issued where risks are identified

13. Breaches and Non-Compliance

Failure to comply with this policy may result in:

- withdrawal of examination approval
- suspension of activity
- disciplinary or contractual action
- escalation under the Sanctions Policy

14. Monitoring and Review

This policy is:

- reviewed annually
- reviewed following significant incidents or changes
- updated to reflect legislative, regulatory or operational developments

15. Related Policies

This policy should be read alongside:

- Safeguarding Policy
- Risk Assessment Procedures

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- Online Examinations Policy
- Emergency, Crisis and Business Continuity Guidance
- Malpractice and Maladministration Policy
- Governance Framework

16. Contact

Health and safety concerns should be reported to: info@i-path.org

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