

THE SUITABILITY OF EX-OFFENDERS TO APPLY TO JOIN OR REMAIN ON THE REGISTER OF APPROVED DRIVING INSTRUCTORS

The Driving Standards Agency (DSA) will use the services of the Criminal Records Bureau (CRB) and Disclosure Scotland (DS) to obtain criminal record Disclosures which DSA will use to assess the suitability of persons applying for inclusion on the Register of Approved Driving Instructors. DSA will comply fully with the CRB and DS Codes of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

DSA is committed to the fair treatment of Potential Driving Instructors (PDIs) and Approved Driving Instructors (ADIs), regardless of race, gender, ethnicity, religion, sexual orientation, age, physical/mental disability or previous criminal background.

We actively promote 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.

Having a criminal record will not necessarily bar you from being accepted as a Potential or Approved Driving Instructor. Before reaching a decision on whether or not a person is “fit and proper”, we will assess the risk that they are likely to pose to their pupils by considering factors such as:

- Whether the conviction is relevant
- The seriousness of any offence
- The length of time since the offence occurred
- Whether there is a pattern of offending behaviour
- Whether their circumstances have changed since the offending behaviour
- The circumstances surrounding the offence and any explanation.

However, applications from those convicted of serious violent, sexual, financial or drugs offences are unlikely to be successful, regardless of when the offences were committed. We are also unlikely to accept applications from those whose name is, or has been, on the Sex Offenders Register, or from those who are or have been banned from working with children.

All registration application forms for Potential and Approved Driving Instructors and supporting information will contain a statement that a check will be required as part of the suitability, or “fit and proper”, criterion.

We guarantee that Disclosure information will only be seen by those who need to see it as part of the suitability assessment process. We will ensure that all those in DSA who are involved in that process have been suitably trained to identify and assess the relevance and circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, such as the Rehabilitation of Offenders Act 1974.

We undertake to give applicants the opportunity to correspond with us about the nature and circumstances of a conviction before refusing registration or removing an ADI from the Register. We will ensure that applicants who do not agree with the information on their Disclosure are advised of the correct procedures to dispute the report with the issuing body. No decision on an applicant’s suitability will be taken until any such dispute is resolved.

We will make every subject of a Disclosure aware of the existence of the CRB and DS Codes of Practice and make copies available on request.