

Thomas Telford School

Policy Statement on the Recruitment of Ex-offenders

Thomas Telford School is mindful of its commitment in the following areas:

- Our over-riding responsibility is the safety of the young people in our care.
- We actively promote equality of opportunity for all, with the right of mix of talent skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills and qualifications and experience. We are committed to the fair treatment of staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability and undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Mindful of the above, the following guidelines apply:

- All posts at Thomas Telford School require an Enhanced CRB Disclosure as all personnel will have access to minors.
- All application forms, job advertisements and recruitment briefs will contain a statement that an Enhanced Disclosure will be requested in the event of the individual being offered the position.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover to the Principal and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Any prior conviction in regard to abuse of children will bar a candidate from appointment to Thomas Telford School, regardless of the time elapsed since the relevant conviction.
- Any drugs or alcohol related conviction or conviction for any violence-related offence within the last 10 years will, under most circumstances, bar a candidate from appointment to Thomas Telford School.

- Any conviction relating to fraud, embezzlement or misappropriation of public money will bar a candidate from appointment to a Grade One or Grade Two post, regardless of the time elapsed since the relevant conviction. Any such conviction within the last 10 years will, under most circumstances, bar a candidate from appointment to any post in Thomas Telford School.
- In regard to all other offences decisions will be taken about the relevance of the conviction to the position sought at Thomas Telford School and the time elapsed since the conviction.
- Where candidates draw our attention to prior convictions, an interview or an open and measured discussion can take place on the subject of the offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Thomas Telford School undertakes to discuss any matter subsequently revealed in a Disclosure with the person before withdrawing a conditional offer of employment.