



# Thomas Telford School

## Policy Statement on the Recruitment of Ex-offenders

Thomas Telford School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We also recognise our responsibilities under the Rehabilitation of Offenders Act 1974 and are committed to the fair treatment of all applicants, including those with a criminal record.

### 1. Statement of Principles

- Our overriding responsibility is the safety and welfare of the young people in our care.
- We actively promote equality of opportunity for all and welcome applications from a wide range of candidates, recognising the value of a diverse workforce.
- All candidates are selected for interview based on their skills, qualifications, and relevant experience.
- We are committed to the fair treatment of all applicants and staff, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, disability, or any other protected characteristic under the Equality Act 2010.
- We do not discriminate unfairly against any applicant on the basis of a conviction or other information revealed through a criminal record check.

### 2. Use of Criminal Record Information

Thomas Telford School requires all employees and volunteers in regulated activity to undergo an Enhanced Disclosure and Barring Service (DBS) check with barred list information.

- All job advertisements, application forms, and recruitment materials clearly state that an Enhanced DBS check will be required for any role involving regulated activity with children.
- Any conviction relating to the abuse of children or inclusion on the Children's Barred List will result in the applicant being permanently disqualified from appointment, regardless of the time elapsed since the conviction.
- Any recent conviction for drugs, alcohol, or violence (typically within the last 10 years) may result in disqualification, depending on the circumstances and relevance to the role.

- Any conviction for fraud, embezzlement, or misappropriation of public funds will disqualify a candidate from any finance-related post. Such convictions within the past 10 years may also disqualify a candidate from other roles in the school.
- For all other offences, decisions will be made with consideration to:
  - The relevance of the conviction to the role applied for
  - The seriousness of the offence
  - The time elapsed since the offence
  - Evidence of rehabilitation and mitigating circumstances

### **3. Disclosure and Discussions**

- Where a candidate voluntarily discloses a conviction during the recruitment process, an open and measured discussion will be held to assess its relevance to the role.
- Failure to disclose unspent or legally required convictions may lead to the withdrawal of a conditional job offer.
- Thomas Telford School undertakes to discuss any matter revealed in a DBS disclosure with the applicant before withdrawing a conditional offer of employment.

### **4. Confidentiality**

All information relating to criminal records will be treated in the strictest confidence, handled in accordance with the DBS Code of Practice, the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR). Information will only be shared with those involved in the recruitment process who need to know it.

### **5. Access to the Policy**

A copy of this policy is made available to all applicants at the point of recruitment and is available upon request.

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### **Legal Compliance**

This policy is written in accordance with:

- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)
- The Police Act 1997
- The Disclosure and Barring Service (DBS) Code of Practice
- The Equality Act 2010
- Keeping Children Safe in Education (KCSIE) – latest guidance