

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

I. INTRODUCTION

Thomas's London Day Schools is an Equal Opportunities employer and as such undertakes to treat all applicants for paid or voluntary positions within the schools fairly and not to discriminate unfairly on the basis of conviction or other information revealed.

The nature of the work of the Schools means that all staff and volunteers will have regular and ongoing contact with children. For this reason it will be necessary to carry out criminal record checks (Disclosures) as part of the recruitment process for all posts within the Schools. The Schools comply with the Disclosure and Barring (DBS) Code of Practice and Part V of the Police Act 1997 for the purposes of assessing applicants' suitability for positions of trust.

The aim of this policy is to ensure that having a criminal record will not necessarily bar any individual from working with the Schools, and that due consideration is given to the nature of the position together with the circumstances and background of any offences. This document should be seen as part of a policy framework designed to ensure safe and fair recruitment and selection procedures throughout the Schools, which includes:

- Recruitment & Selection Policy
- Equal Opportunities Policy
- Safeguarding Children and Procedures Policy

2. POLICY

- 2.1 We are committed to equality of opportunity and our policy is to take every reasonable step to ensure that no-one connected to the Schools receives less favourable treatment than others, on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status, responsibility for dependants, or unrelated criminal record.
- 2.2 All applicants for posts within the Schools are exempt from the Rehabilitation of Offenders Act 1974 because their duties involve regular contact with children. Applicants will be asked to provide details of their entire criminal record at an early stage of the application process and will need to include all convictions whether spent or unspent. The information provided, will only be seen by those who need to see it as part of the recruitment process. Information about an applicant's criminal record will only be looked at for those who have been short-listed and invited for interview.
- 2.3 We will request an Enhanced Disclosure for all prospective employees. Confirmation of their employment will be subject to a Disclosure, which is satisfactory to us. The Job Advertisement and Application Form will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 2.4 At interview, or under separate discussion, the Schools undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. At interview or when receiving a disclosure, which shows a conviction, we will take into consideration:
 - Whether the conviction is relevant to the position being offered.
 - The seriousness of the offence revealed.
 - The length of time since the offence took place.
 - Whether the applicant has a pattern of offending behaviour.
 - Whether the applicant's circumstances have changed since the offending took place.
- 2.5 Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We will, however, undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.
- 2.6 We will ensure that all staff involved in the recruitment process are aware of this policy
- 2.7 We undertake to make this policy available to all applicants who apply for posts with Thomas's London Day Schools.