

TONBRIDGE SCHOOL

POLICY FOR THE RECRUITMENT OF INDIVIDUALS WITH PREVIOUS CRIMINAL CONVICTIONS

1. Statement of Principle

As an equal opportunities employer, Tonbridge School will not automatically discriminate against an individual with previous criminal convictions; each case will be assessed on its own merits with regard to the nature and date of the offence or offences, the punishment received, and the appointment applied for.

2. Disclosure

Under existing legislation designed to ensure the protection of children and young adults, Tonbridge School is required to seek details of any previous criminal convictions in respect of all its employees. This information is provided by the Criminal Records Bureau, is termed "Disclosure" and is provided to one of two levels. For those working very closely with children "Enhanced Disclosure" is required; for all other staff, "Standard Disclosure" will be sought. These terms are defined as follows:

- a. **Standard Disclosure:** This applies to posts exempted under the Rehabilitation of Offenders Act (see attached) and relates to certain sensitive areas of employment, such as jobs involving regular contact with children. It contains details of both spent and unspent convictions, as well as cautions, reprimands and final warnings held on the police national Computer.
- b. **Enhanced Disclosure:** This applies to posts involving greater contact with children and contains the same information as the Standard Disclosure, along with non-conviction information from local police records if that is thought to be relevant to the position being applied for.

3. The Protection of Children Act 1999

Under the terms of the Act, Tonbridge School is not allowed to employ any person with convictions, even if spent, for murder or manslaughter, rape, grievous bodily harm or sexual offences involving children.

4. The Post Applied For

The post in which you have expressed interest requires Standard / Enhanced Disclosure.

5. Employment Practice

Persons requiring Enhanced Disclosure will not be made a job offer until satisfactory Disclosure has been received. Those requiring Standard Disclosure may, provided they can be adequately supervised, be employed pending receipt of Disclosure.

6. What You Should Do Now

If you have previous convictions that are not of a nature that would legally preclude employment by Tonbridge School, you should write to the Bursar, making your letter "Personal for the Bursar", setting out details of the offences (including dates) and the punishment awarded. The applicant will not be allowed to commence employment until the Disclosure and satisfactory references have been received. Such convictions will not necessarily be a bar to employment, as each case will be judged on its own merits. Following such review, you may be invited for interview. However, should it be found that a person employed pending Standard Disclosure has failed to notify any previous criminal matters, this would constitute gross misconduct potentially leading to summary dismissal.

7. Confidentiality

All correspondence relating to previous convictions will be seen by the Bursar only, retained securely, and shredded once Disclosure has been obtained or if the individual is not invited for interview.