

RECRUITMENT OF EX-OFFENDERS POLICY

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Tiffin School complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Tiffin School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Tiffin School can only ask an individual to provide details of convictions and cautions that Tiffin School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Tiffin School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Tiffin School has a written policy on the recruitment of ex-offenders, which is available on the School website.

Tiffin School select all candidates for interview based on their skills, qualifications and experience.

All applicants to Tiffin School are notified that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

At interview, or in a separate discussion, Tiffin School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Tiffin School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.