



DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

St Thomas More is committed to the safety and protection of its students. The successful applicant will be required to apply for an Enhanced Disclosure with the Disclosure and Barring Service. A conviction is not necessarily a bar to recruitment.

General Principles

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, St Thomas More complies fully with the DBS Code of Practice and the recommended policy on security of Disclosure Information. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

St Thomas More is committed to the fair treatment of its staff, potential staff or users of its services. For more information, please refer to the school's Recruitment and Selection Policy Statement.

A Disclosure is requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

A Disclosure is to form part of the recruitment process and we encourage all applicants to complete the employment application appropriately. This information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows St Thomas More to ask questions about your entire criminal record we only asked about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those in St Thomas More who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

We ensure 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.

We make every applicant of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. If an application disputes a decision taken as a result of Disclosure, St Thomas More will liaise with the DBS in order to seek advice and ascertain any appeals process that may be available.

Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

Additional Information

Due to information required by the Disclosure and Barring Service (DBS) re: Enhanced Disclosure, I would be grateful if you could indicate on the Application Form whether you have lived at your current address for more than five years.

If you have been at your current address less than five years, please complete the section below:-

Previous Address:

From:

To:

Previous Address:

From:

To:

Previous Address:

From:

To: