



Statement of Policy on Safeguarding Issues and the Rehabilitation of Offenders

If there is any information that an applicant for a post wishes to bring to the attention of the person making the appointment, the information should be sent under separate confidential cover to the person to whom applications are invited to be addressed. Such information will be seen only by those who need to see it as part of the recruitment process.

At interview, or in a separate discussion, we will 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. Having a criminal record will not necessarily bar an applicant from being appointed to a post. This will depend on the nature of the position and the circumstances and background of the offence(s). We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. However, failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

Our code of practice on the recruitment of ex-offenders, and our code of practice on the secure storage of information are available on request.