Policy Statement on the Recruitment of Ex-offenders

Tyne Coast Academy Trust (the Trust) uses the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. This means that for a number of posts, we will ask you about any criminal convictions. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

The DBS has a code of practice, which we fully comply with. Please see the link below for further information:
https://www.gov.uk/government/publications/dbs-code-of-practice

If you are shortlisted for interview, we will ask you to declare any convictions via the MyNewTerm portal before you attend for interview. The only people who will see the information you give us will be those directly involved in the recruitment process. At the interview, or in a separate discussion, we ensure than 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 post you are applying for could lead to withdrawal of a conditional offer of employment.

If you are successful at interview, then we require you to obtain a Disclosure from the DBS. A Disclosure is only requested after a thorough risk assessment has indicated that one is proportionate and relevant to the position concerned. For those positions where a Disclosure is required, applications forms and job details will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

We ensure that all those in TCAT who are involved in making the decision on whether to appoint someone who has criminal convictions have the necessary information, guidance and support to identify and assess the relevance and circumstances of offences (in most circumstances the Chief Operating Officer).

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.