

# Safeguarding Ex-Offenders

## STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- *TJ&M* undertakes not to discriminate unfairly against any subject ex-offender
- *TJ&M* does not work with under 18's at any time, nor does it employ under 18's either on stage or behind the scenes. All cast and crew will be asked for proof of age if there is any doubt.
- *TJ&M* can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.
- *TJ&M* can only ask an individual about convictions and cautions that are not protected
- *TJ&M* 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
- *TJ&M* actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records
- *TJ&M* select all candidates for interview based on their skills, qualifications, and experience
- *TJ&M* ensures that all those in *TJ&M* who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Only these people and the director will be made aware of any offences – any exceptions will only be with the offender's express consent.
- at interview, or in a separate discussion, *TJ&M* 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
- *TJ&M* reserves the right to consult with an offender manager, be that police or probation with the written consent of the ex-offender. This will particularly apply in the case of unspent convictions.
- *TJ&M* undertakes to discuss any matter revealed with the individual seeking the position before withdrawing a conditional offer of employment.