



TAO Policy on Disclosure and Recruitment of ex-offenders

As a means of identifying any person with a criminal record which suggests they may harm any child, young person or vulnerable adult it has been decided that from January 2005 all recognised Taoist Arts Organisation (TAO) Instructors/Coaches and Assistant Instructors/Coaches (whether teaching on a voluntary basis or otherwise) and Volunteer Helpers (teaching under the guidance of a qualified TAO Instructor/Coach) be checked by the Criminal Records Bureau (CRB) Disclosure service at the Enhanced level.

For the purpose of this policy reference to "Applicant" or "Applicants" will mean any person already qualified as a TAO Instructor/Coach, any person applying for a position of Instructor/Coach, Assistant Instructor/Coach or Volunteer Helper (under the guidance of a qualified TAO Instructor/Coach).

As an organisation using the CRB Disclosure service to assess Applicants' suitability for teaching children, young persons and vulnerable adults, the TAO complies fully with the CRB Code of Practice and undertakes to treat all Applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

From January 2005 the TAO will ensure that all written material pertinent to Applicants will contain a statement that both personal disclosure and CRB Disclosure will be requested before the position of Instructor/Coach, Assistant Instructor/Coach or Volunteer Helper is granted.

This written policy on the recruitment of ex-offenders is made available to all Disclosure Applicants at the outset of their application. All Applicants will be made aware of the CRB Code of Practice and provided with a copy on request.

The TAO is committed to the fair treatment of its Instructors/Coaches, Assistant Instructors/Coaches, Volunteers, Students and users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote 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. All Applicants are considered on the basis of their skills, qualifications, and experience.

All Applicants will be asked to provide details of their criminal record and informed that failure to reveal information that is directly relevant to the position sought could lead to an unsuccessful application.

All Disclosure information is sent under separate, confidential cover, to the designated person within the TAO and we guarantee that it will only be seen by those who need to see it as part of the qualifying process.

Any offence or other matter revealed in Disclosure information will be discussed with the Applicant before any negative decision is made by the TAO.

Persons responsible for reaching decisions based on Disclosure information will be given guidance in relation to the recruitment and fair treatment of ex-offenders and to the Rehabilitation of Offenders Act 1974.

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.