

Granting Ex-Offenders the title of *ISM Registered Private Teacher*

As an organisation using the Criminal Records Bureau (CRB) Enhanced Disclosure service to assess applicants' suitability for positions of trust, the Incorporated Society of Musicians (ISM) complies fully with the CRB Code of Practice and undertakes to treat all applicants for *ISM Registered Private Teacher* status fairly. It undertakes not to discriminate unfairly against any member applying for a Disclosure on the basis of conviction or other information revealed.

The ISM is committed to the fair treatment of its members, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy statement on granting ex-offenders the title of *ISM Registered Private Teacher* is made available to members before they apply for *ISM Registered Private Teacher* status.

Applications from members for *ISM Registered Private Teacher* status are considered on the basis of their skills, qualifications and experience as set out in the application form.

A Disclosure is only requested after an application for *ISM Registered Private Teacher* status has been approved on professional grounds. Disclosures are only required for applicants because of the relevance to work as a private music teacher.

We encourage applicants for *ISM Registered Private Teacher* status to provide details of any criminal record they may have, at an early stage in the application process. The ISM requests that this information is sent under separate, confidential cover, to the member of the ISM staff team responsible for handling the application. We guarantee that this information is only seen by those who need to see it as part of the application process for *ISM Registered Private Teacher* status.

The nature of private teaching allows the ISM to ask questions about 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all members of ISM staff team who are involved in processing applications for *ISM Registered Private Teacher* status 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, e.g. the Rehabilitation of Offenders Act 1974.

We ensure that open and measured discussion can take place on the subject of any offences or other matter that might be relevant to *ISM Registered Private Teacher* status. Failure to reveal information that is directly relevant to eligibility for this status could lead to a member having their *ISM Registered Private Teacher* status revoked.

The ISM makes every member who applies for a CRB Disclosure aware of the existence of the CRB Code of Practice, a copy of which is available to download from www.ism.org/governance or on request.

We undertake to discuss any matter disclosed on the application form, or revealed on a Disclosure certificate, with the member applying for *ISM Registered Private Teacher* status before their application is refused.