



## *Twyford School*

### **Twyford School**

Twyford  
Winchester  
Hampshire  
SO21 1NW

Tel: 01962 712269

Fax: 01962 712100

All new employees are required to complete an Enhanced level criminal background check through the Criminal Records Bureau. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Criminal Records Bureau's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. A copy of the Code is available upon request or from the Criminal Records Bureau web site: [www.crb.org.uk](http://www.crb.org.uk)

[www.twyfordschool.com](http://www.twyfordschool.com)

Twyford School is a company limited by guarantee. Company No: 558147. Registered office as above.  
Charity Registered No: 307425