

Little Bears Preschool

Policy Statement on the Recruitment of Ex-Offenders

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

Disclosure and Barring Service December 2012

Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, our Preschool complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of its staff, potential staff, volunteers and CIO members or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders, will be made available to all DBS applicants at the outset of the recruitment process.

Procedure

1. 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. We select all candidates for interview based on their skills, qualifications and experience.
2. A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
3. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the designated person and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. We also ask for details of employment history including any gaps in employment.
4. Positions which involve working with children in educational institutions, such as our setting, are contained in the Exemptions Order of the Rehabilitation of Offenders Act 1974, and so the disclosure covers both spent and unspent convictions as defined in the act.
5. We ensure that all those in the Preschool who are involved in the recruitment process 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.
6. At interview, or in a separate discussion, we ensure 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/placement.
7. We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
8. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment a placement.

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.

Approved.....: **(CIO Chair's signature)**

Adopted on Review Date