



Safeguarding and Welfare Requirements:

S5 Recruitment of Ex-offenders Policy

Policy Statement

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Cabin Pre-school complies fully with the DBS 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 a conviction or other information revealed.

The Cabin Pre-school is committed to the fair treatment of its staff, potential staff, committee, potential committee, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

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.

In line with Ofsted requirements, Enhanced Disclosures are required for all staff and suitability of committee members is checked through Ofsted. All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

As a Disclosure is to form part of the recruitment process, we ask all applicants to provide details of their criminal record at an early stage in the application process and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All posts within The Cabin Pre-school are exempt from the Rehabilitation of Offenders Act 1974, so applicants are required to disclose any convictions they may have or orders which have been made against them.

Where an Enhanced Disclosure reveals past convictions, guidance will be sought from the TMG (the Umbrella organisation used to obtain Disclosures), Ofsted and Pre-school Learning Alliance, NACRO. In seeking guidance we will avoid naming the individual concerned if possible.

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. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from working with us. This will depend on the nature of the position and the circumstances and background of offences.



This policy was adopted at a meeting of the Pre School Committee	
Date of Meeting	06/07/2016
Signed on behalf of the Management Committee	J Wernham
Role of Signatory (e.g Chairperson/owner)	Chairperson
Review Date	06/07/2017