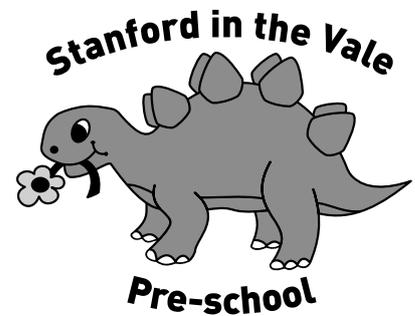


Recreation Ground  
Huntersfield  
Stanford in the Vale  
Faringdon  
Oxfordshire SN7 8LR



## **2.1.1 - RECRUITMENT OF EX-OFFENDERS POLICY**

Revised May 2017

### **Policy Statement**

As an organisation using the Data Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Stanford 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.

Stanford Pre-school is committed to the fair treatment of its staff, potential staff 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 for 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 applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure 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 Disclosure is required, 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.

Where a Disclosure 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, plus any offences which are required by law under the 'disclosure by association' legislation. We request that this information is sent under separate, confidential cover, to a designated person (usually the Chairperson) and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Stanford Pre-school to ask questions about your entire criminal record, we will only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that at least one person in Stanford Pre-school 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.

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 make every subject of a DBS aware of the existence of the (DBS) Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. All staff are required to complete a Disqualification by Association declaration before they begin their employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position sought and the circumstances and background of your offence(s).

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on 8<sup>th</sup> May 2017 (date)

Date to be reviewed May 2019 (date)

Signed on behalf of the management committee

Name of signatory Karin Williams-Cuss

Role of signatory (e.g. chair/owner)