

**Recruitment of Ex-offenders Statement and Policy:**

**Statement of Intent:**

Worlingham Pre-School is required by the Code of Practice published under section 122 of the Police Act 1997 to treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed.

**Aim:**

The code also obliges us to have a written policy on the recruitment of ex-offenders to be given at the outset of the recruitment process.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Worlingham Pre-School complies fully with the Code of Practice and undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Worlingham Pre-School can only ask an individual to provide details of convictions and cautions that Worlingham Pre-School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Worlingham Pre-School can only ask an individual about convictions and cautions that are not protected.

Worlingham 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.

Worlingham Pre-School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

Worlingham Pre-School actively promotes 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. Worlingham Pre-School select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Worlingham Pre-School ensures that all those in Worlingham who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Worlingham Pre-School also ensures 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.

