FOWEY PRE-SCHOOL

**RECRUITMENT OF EX-OFFENDERS POLICY**

As an organisation using the Disclosure and Barring Service to assess applicants’ suitability for positions of trust, Fowey 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.

Fowey-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.

We have a written policy on the recruitment of ex-offenders, which 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.

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.

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 a designated person with Fowey Preschool and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

At interview, or in a separate discussion, we ensure that an open 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 anyone from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.

**EYFS key themes and commitments**

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| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environment** | **Learning and Development** |
| 1.2 Inclusive practice  1.3 Keeping safe | 2.1 Respecting each other | 3.4 The wider context |  |

Date of next review: September 2024

Signed…………………………………….. Position…………………………. Date………

Copies of the original signed document are available upon request.