

Recruitment of Ex-Offenders

Policy statement

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Hamble Village Playschool (the setting) complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly, however all posts with the setting inevitably involve some contact with young children and as such, any posts the setting may advertise for are exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- 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 which do not indicate unsuitability for working with children. 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. We request that this information is sent under separate, confidential cover, to a designated person within the setting 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 the setting to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We make every subject to a CRB Disclosure aware of the CRB 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.

This policy was adopted at a meeting of **HAMBLE VILLAGE PLAYSCHOOL**

Held on (date)

Date to be reviewed (date)

Signed on behalf of the committee

Name of signatory

Role of signatory