

Statement on Recruitment of Ex-offenders

As an organisation using the Criminal Records Bureau (CRB) disclosure service to assess applicant's suitability for positions of trust, St Joseph's Preschool Playgroup complies fully with the CRB 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 received. The playgroup fully adopts and actively uses the Ofsted Statutory Framework for the Early Years foundation Stage as a guide to the employment of its staff.

This statement 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. Under the Children Act 2004 we are obliged to request a Disclosure for all applicants to work with children or on the premises at St Joseph's Pre-school Playgroup. All application forms, job advertisements 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 guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We seek guidance and specific advice within the framework of the relevant legislation from Capita, the umbrella company used by St Joseph's Pre-school Playgroup for processing the disclosure, to help us identify and assess the relevance and circumstances of offences.

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 CRB Disclosure aware of the existence 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. **Having a criminal record will not necessarily bar someone from working with us.** This will depend on the nature of the position and the circumstances and background of the offences.