

ST JOHN'S SUNSHINE PRE-SCHOOL

RECRUITMENT OF EX-OFFENDERS

St. John's Sunshine Pre School is committed to the fair treatment of its staff, potential staff or users of our services no matter of race, gender, religion, sexual orientation, responsibilities of dependents, age, physical/mental disability or offending background.

As an organisation using the Disclosure and Barring Service (DBS) to access the applicants' suitability for positions of trust St. John's Sunshine 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 disclosure based on a conviction or other information revealed.

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.

A disclosure is only requested after thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. All positions within the Pre School require a disclosure and this will be made clear on all job adverts and recruitment briefs.

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 supplied under separate confidential cover, to a designated person at St. John's Sunshine Pre School and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974 unless it is relevant to ask about entire criminal record.

We ensure that all those 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 about any offences or other matter that might be relevant to the position. Failure on behalf of the applicant 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 offer of employment.

We make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available upon request.

Having a criminal record will not necessarily bar a person from working with St. John's Sunshine Pre School. This will depend upon the nature, circumstance and background of the offences.