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## **Recruitment of Ex-offenders Policy**

Bradpole Preschool, under the Safeguarding Vulnerable Adults Act 2006, has a duty to make a referral to the Disclosure and Barring Service, to assess applicants 'suitability for positions of trust. Bradpole Preschool 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.

Bradpole Preschool 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 dependents, age, physical/mental disability or offending background.

The Preschool has a written policy on the recruitment of ex-offenders, which is made available to all disclosure applicants at the outset of the recruitment process.

The Preschool actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes 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 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.

A disclosure is to forms part of the recruitment process, so the Preschool encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The Preschool requests that this information be sent under separate, confidential cover, to a designated person within Bradpole Preschool, which guarantees 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 Bradpole Preschool to ask questions about the entire criminal record, we ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

Bradpole Preschool ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the circumstances of offences. It 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.

At interview, or in a separate discussion, the Preschool will ensure that an open and measured discussion takes place on the subject of any offences or other matters that may be relevant to the position. Failure to reveal information that is directly relevant to the position sought, could lead to the withdrawal of an offer of employment.

Bradpole Preschool undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.



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This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2025

Date to be reviewed: Autumn Term 2026