



Recruitment of Ex-Offenders Policy

Policy statement

Bradpole Preschool, under the Safeguarding Vulnerable Groups Act 2006, has a duty to make appropriate referrals to the Disclosure and Barring Service (DBS) and to assess applicants' suitability for positions of trust.

Bradpole Preschool complies fully with the DBS Code of Practice and is committed to treating all applicants fairly throughout the recruitment process. We undertake not to discriminate unfairly against any applicant on the basis of a criminal conviction or other information revealed through a DBS check.

Bradpole Preschool is committed to the fair treatment of all staff, potential staff, volunteers, and users of its services, regardless of:

- race;
- gender;
- disability;
- religion or belief;
- sexual orientation;
- age;
- marital or civil partnership status;
- pregnancy or maternity;
- responsibilities for dependants; or
- offending background.

The Preschool actively promotes equality of opportunity for all applicants with the appropriate skills, qualifications, experience, and potential. We welcome applications from a wide range of candidates, including those with criminal records.

Selection for interview is based on skills, qualifications, experience, and suitability for the role.

Legislation and guidance

This policy is based on the following legislation and guidance:

- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Police Act 1997
- Equality Act 2010
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Disclosure and Barring Service (DBS) Code of Practice
- Early Years Foundation Stage (EYFS) Statutory Framework (effective from September 2025)

Recruitment procedures

- Bradpole Preschool has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- Bradpole Preschool will obtain an enhanced DBS check for all new members of staff, volunteers, apprentices and students (unless attending on a school-arranged placement) before they commence their role within the setting.



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- All staff at Bradpole Preschool are required to hold an enhanced DBS certificate and subscribe to the DBS Update Service, enabling DBS status checks to be carried out at any time. Staff are also required to complete an annual suitability declaration and undergo an annual DBS status check.
- Bradpole Preschool encourages applicants invited for interview to provide details of any criminal record at an early stage of the application process.
- Applicants are requested to provide this information confidentially to a designated person within the Preschool. This information will only be shared with individuals directly involved in the recruitment decision.
- Bradpole Preschool ensures that those involved in recruitment decisions are appropriately trained to identify and assess the relevance and circumstances of offences.
- Staff involved in recruitment will receive appropriate guidance and training regarding legislation relating to the employment of ex-offenders and safer recruitment practice.
- At interview, or during a separate discussion where appropriate, an open and balanced discussion will take place regarding any offences or other matters relevant to the position.
- Failure to disclose information directly relevant to the role may result in the withdrawal of a conditional offer of employment.
- Bradpole Preschool will discuss any matter revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.

Confidentiality and data protection

Information relating to criminal records will be handled confidentially and in accordance with:

- the Data Protection Act 2018
- UK GDPR
- DBS Code of Practice requirements

Disclosure information will only be retained for as long as necessary and will be stored and disposed of securely.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027