Recruitment of Ex-offenders - Policy Statement

Introduction and purpose

Little Stars Pre-school is committed to 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.

Having a criminal record will not necessarily bar a person from working in the Pre-school. This will depend on the nature of the position and the circumstances and background of the offences.

Recruitment Process

(See also the Management of Staff Policy)

When recruiting new members of staff 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.
- select all candidates for interview based on their skills, qualifications, and experience.
- make clear as part of the recruitment process (application forms, job adverts and recruitment briefs), that we will require an enhanced Disclosure and Barring Service (DBS) check to be carried out before any appointment is confirmed.
- undertake to treat all applicants for employment fairly, and not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position. Failure by a candidate to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment.

Use of the DBS

As required by Ofsted, Little Stars Pre-school uses the DBS to assess the suitability of **all** staff for positions of trust and complies fully with the DBS code of practice.

We make every subject of a DBS Disclosure aware of the existence of the DBS code of practice and make a copy available on request.

We undertake to discuss any matter revealed in s Disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Confidentiality Policy (v1.0)	03/2020		DH / AP	
Confidentiality Policy (v2.0)	03/2022		DH AP	Policy re-written
Confidentiality Policy - Oct24 – v2.1	10/2024		DH AP	Changed template and added version control. Addition of headers and minor changes to order of wording. Added reference to Management of Staff Policy.