



RECRUITMENT OF EX - OFFENDERS POLICY

Rida Early Years is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an organisation assessing applicants' suitability for positions of trust, we take seriously our responsibility to ensure that those who we appoint are suitable and do not pose a risk to our children.

Ex-offenders are required to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974. All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for school based jobs must, therefore, disclose all spent and unspent convictions.

This policy is made available to all applicants at the outset of the recruitment process and is included in the application material supplied to candidates and is also available on our website.

Rida Early Years is committed to the fair treatment of its staff, potential staff, parents and pupils regardless of race, gender, religion, sexual orientation, responsibilities for dependent, age, physical/mental disability or offending background.

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 and any disclosures/personal information from the DBS will not lead to discrimination. Having a criminal record will not necessarily bar someone from working in a school and will only be considered for recruitment purposes only when the conviction is relevant.

Disclosure and Barring Service (DBS) Checks

All preferred applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

A successful applicant shall not commence work until satisfactory notification from the DBS has been received.

A new disclosure application shall be completed for all new members of staff and for contractors who are regularly on sight during term-time. However, sight of the original copy of a recently issued and valid enhanced disclosure will suffice for those joining for short periods for example training.

Procedure



All positions advertised carry the following statement:

'Our setting is committed to safeguarding and promoting the welfare of children and expect all staff to endorse this commitment. All post holders will be subject to a satisfactory enhanced DBS disclosure.'

Application Form

Where an applicant has completed our application form we require them to complete the following section:

Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act 1974(exceptions) Order 1975, you are required to declare any information about convictions, past cautions or prosecutions pending. Any offer of employment will be subject to an Enhanced Level DBS check. All disclosures of criminal background are strictly confidential.

Please detail any offence(s) including convictions, in a sealed envelope and attach it with this application form.

CV Application

There are instances when a speculative CV is sent as opposed to an application form particularly from potential employees seeking to secure a position after completing their studies or those returning to work after a period of absence. In this instance we review the CV against our current or anticipated need. If there is already a vacancy the applicant is informed that their application can only be considered if they complete an application form. If there is not, we will inform the applicant to monitor our website where all our vacancies are advertised.

Interview

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 matters 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. Any information provided is treated in a confidential manner and is only seen by those who need to see it as part of the recruitment process

Any matters revealed in disclosure information will be discussed with the person seeking the position before any withdrawal of an offer of employment. Having a criminal record will not necessarily bar an individual from working with us. The course of action taken is dependent on the nature of the position and the circumstances and background of the offences.

We take the following factors into account:

- Whether the conviction or other information disclosed is relevant to the position in question;



- The seriousness of the offence or other matter revealed;
- The length of time since the offence or other matter occurred;
- Whether the applicant has a pattern of offending behaviour or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters;
- The circumstances surrounding the offence or incident and the explanation(s) offered by the convicted person.

At Rida Early Years, we ensure that all those who are 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.