

## Employment of Ex-Offenders



Coalway Early Years as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS)

Coalway Early Years complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly

Coalway Early Years undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

Coalway Early Years can only ask an individual to provide details of convictions and cautions that Coalway Early Years are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

Coalway Early Years can only ask an individual about convictions and cautions that are not protected

Coalway Early Years 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 dependants, age, physical/mental disability or offending background

Coalway Early Years 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

Coalway Early Years actively promotes 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

Coalway Early Years select all candidates for interview based on their skills, qualifications and experience

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

Coalway Early Years ensures that all those in Coalway Early Years who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

Coalway Early Years 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 1974

At interview, or in a separate discussion, Coalway Early Years ensures that an open and measured discussion takes place on the subject of any offences or other matter 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

Coalway Early Years makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request

Coalway Early Years undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

<b>This policy was adopted on</b>	<b>Signed (nursery manager)</b>		
	<b>Signed (Chair or Committee)</b>		
<b>Date for review</b>		<b>Date for review</b>	
<b>Date for review</b>		<b>Date for review</b>	