

Recruitment of Ex-Offenders Policy

Statement of intent

At **Once upon a time**, we are committed to the fair treatment of everyone involved at our nursery schools, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. However, some people are not allowed to work with children because they are disqualified to do so. It is an offence for us to employ anyone who we know is disqualified.

Aim

We are committed to fair recruitment and will treat all applicants with honesty and respect. We aim to treat people fairly, without discrimination, when any subject of a disclosure on the basis of a conviction or other information is revealed. We use the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust.

Methods

- ★ This policy is made available to all disclosure applicants at the outset of the recruitment process.
- ★ 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.
- ★ Having a criminal record will not necessarily prevent someone from working with us. We will consider the relevance of any information disclosed in relation to the role, along with the circumstances and timing of the offence.
- ★ Where a disclosure forms part of the application process, we encourage all applicants to provide details of their criminal record at an early stage in the recruitment process. We request that this information is sent confidentially within their online application, which is received by a designated person within the nursery. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- ★ In most jobs, some criminal convictions become 'spent' after a certain period of time, which means they do not usually need to be declared. However, because our roles involve working with children, they are exempt from the Rehabilitation of Offenders Act 1974. This means both spent and unspent convictions should be disclosed if they are not filtered (protected) under the DBS rules. If an applicant is unsure about what they need to declare, guidance is available on the Disclosure and Barring Service (DBS) website.
- ★ We ensure that all those at **Once upon a time** who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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, we ensure 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 a conditional offer of employment. If there's a safeguarding risk, regulatory bodies (DBS, Ofsted, LADO) must be informed.
- ★ We make every subject of an enhanced DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

This policy was adopted by Once upon a time nursery school

Date: 24 September 2007
Date amended: 22 September 2025

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise