



Policy and Procedures for the Recruitment of Ex-Offenders

Recruitment of Ex Offenders Policy

This policy aims to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid or unpaid child care within Dunscore Pre-school Centre.

Dunscore Pre-school Centre undertakes to treat all applicants for positions within the centre fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily debar an individual from working or volunteering in a child care position within the centre. Only convictions or conviction information that is deemed relevant to the position applied for will result in an applicant not being granted the position.

This organization implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for.

Procedures

To ensure the correct applicant is appointed and to enable us to determine the relevance of any convictions or conviction information to positions applied for we will use the following recruitment tools:

- > Application Form
- > Self Declaration Form
- > References
- > Interviews
- > Disclosure Certificate

As part of our recruitment policy we request Enhanced Disclosure certificates for all positions who have contact with the children (*in line with the Exclusions and Exceptions (Scotland) Order 2003 Under the Rehabilitation of Offenders Act 1974*) at the final part of the recruitment stage, once a position has been offered.

Applications for Child Care Risk Positions

Where a position requires an Enhanced disclosure we make this clear on the application form, job advert, self-declaration form and any other information provided about the post. All applicants are required to complete an application form, self-declaration form, interview and give details of 2 referees.

1. **Self-Declaration Forms** will be viewed by the Interview Panel and Committee before interview to determine the relevance of any disclosed information to the position applied for. When assessing the relevance of any convictions or conviction information the Interview Panel and Committee will look at the following information:
 - > Whether the conviction is relevant to the position being offered
 - > The seriousness of the offence revealed.
 - > The length of time since the offence took place
 - > Whether the applicant has a pattern of offending behaviour
 - > Whether the applicant's circumstances have changed since offending took place
 - > How the individual completed their sentence to move forward and stop the offending behaviour
2. Should the Interview Panel and Committee decide that the information is relevant to the post the applicant will be deemed to have been unsuccessful and this information will be fed back to the applicant by letter. For applicants who have disclosed convictions or conviction information that is not deemed to be relevant to the post an interview will take place.
3. At interview we will ensure that open, measured and relevant discussions can take place on the subject of any disclosed offences.
4. Failure to reveal information on the Self-Declaration Form or at interview that is directly relevant to the position sought will lead to the withdrawal of the offer of paid or unpaid work.
5. The appropriate level of Disclosure certificate will be accessed once the applicant has successfully completed the interview and the paid or unpaid position has been offered. Applicants will be provided with our Policies and Procedures for the Secure Handling of Disclosure Information.
6. Should the returned Disclosure certificate disclose more offences, more serious offences or relevant non-conviction information than previously disclosed by the applicant this could lead to the withdrawal of offer of employment or volunteer post. This will be a decision for the Interview Panel and Committee to make.

However should the Disclosure certificate for a Child Care position reveal that the applicant is Fully Listed on the Disqualified from Working with Children's List under no circumstances will the applicant be offered or entitled to work or volunteer in a child care position for Dunscore Pre-school Centre.

All disclosure certificates accessed for successful candidates will be stored for no longer than 90 days after the date on which the recruitment decision was made.