



**EYFS: The Safeguarding and Welfare Requirements**  
**3.11**

## **Suitable People**

### **3b.3 Recruitment of Ex-Offenders**

#### **Policy Statement**

Auden Place Community Nursery uses the DBS as part of the employment of staff process to assess the suitability for positions of trust within the nursery. Auden Place Community Nursery complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a disclosure on the basis of a conviction or other information revealed.

#### **Procedures**

We are committed to fair treatment of its staff, potential staff, or other people connected to the school, regardless of their race, gender, religion, sexual orientation, responsibilities of dependants, 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 applicants from a wide range of candidates, including those with criminal records. We select candidates for an interview based on their individual skills, qualifications and experience.

All application forms state that a DBS check will be requested in the event of the individual being offered a position within the nursery. We encourage all applicants to provide details of their criminal record if they have one at an early stage of the application process. We ask for this information to be sent to the Manager and can guarantee that this information will only be seen by those who need to see it.

A copy of this policy goes out with an application pack.

As a nursery, we reserve the right to ask questions about your entire criminal record, and not only about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. The management and management committee will be the only people involved in the recruitment process and will be the ones to identify the relevance and circumstances of offences.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. *Having a criminal record will not necessarily bar you from working with us.*

