



Early Learning and Childcare Centre

RECRUITMENT OF EX OFFENDERS POLICY

Due to the nature of the work at Ferryfield we are not permitted, by law, to employ anyone who is prevented from working with children. However Ferryfield undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed when carrying out a PVG check.

- All roles in Ferryfield are subject to a Protection of Vulnerable Groups (PVG) Enhanced Disclosure check, these include some roles of the Management Committee.
- Where a position requires a PVG we will make this clear on the application form and the job advert.
- At interview we will ensure that open and measured discussions can take place on the subject of offences.
- Failure to reveal information at interview, that is directly relevant to the position sought, could lead to withdrawal of an offer for employment.
- During the interview or when receiving a PVG which shows a conviction, we will take into consideration:-
 - 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.
- We endeavour to ensure that all staff and volunteers involved in the recruitment process are aware of this policy.

Adopted by the Committee

Date

August 2016