

DISCLOSURE POLICY

Jack and Jill Playgroup use the Disclosure and Barring Service to assess applicants' suitability for positions of trust; we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Jack and Jill Playgroup is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities of dependants, age, physical/mental disability or offending background.

This policy includes our procedures on the recruitment of ex-offenders which is made available to all Disclosure applicants at the outset of the recruitment process.

We select all candidates for interview based on their skills, qualifications and experience. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Recruitment of Ex-Offenders

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at any early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position offered allows Jack and Jill Playgroup to ask questions about your entire criminal record we only ask about unspent convictions as defined the Rehabilitation of Offenders Act 1974.

We ensure that all those at Jack and Jill Playgroup who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of offences relating to employment of ex-offenders.

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 matters 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.

We make every person that is subject to DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

This policy was adopted at a meeting of the Jack and Jill Playgroup

Held on

Signed on behalf of the management committee _____
CHAIRPERSON