

Policy on Recruitment of Ex-offenders

Blackwell Montessori Nursery Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy is 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.

A disclosure is only requested after a thorough risk assessment has indicated that a disclosure is relevant to the position concerned. For those positions where 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.

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 an early stage in the application process. We request that this information is sent under separate, confidential cover to a designated person at Blackwell Montessori Nursery Ltd and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We reserve the right to request an Enhanced Disclosure and a check of the appropriate DBS barred lists, this is due to the nature of the position applied for.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstance of offences. We also ensure that they have received appropriate guidance and training in the relevant legislations 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 the 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 an offer of employment.

We make every subject of a disclosure aware of the existence of the DBS Code of Practice and make cope available on request.

We will 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.