

CAIRNDOW COMMUNITY CHILDCARE Ltd. Policy No.27
RECRUITMENT OF EX OFFENDERS POLICY



This policy was written in conjunction with staff and committee of Cairndow Community Childcare Limited.

Cairndow Community Childcare Limited 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.

We will only request a Standard or Enhanced disclosure where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear at interview stage.

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 of employment.

At interview or when receiving a disclosure 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 will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support. We undertake to make a copy of this policy available to any applicant for a post within Cairndow Community Childcare Limited that requires a disclosure.

It is the responsibility of the staff and committee to monitor, evaluate and review the above arrangements and to adjust them according to need.