**Planting the seeds of early education since 1990**

wcfnp@btconnect.com

**10a.** **RECRUITMENT OF EX-OFFENDERS**

**As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants for suitability for positions of trust, Wavertree Christian Community Centre complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.**

**Each applicant will be asked to fill in an application form and be given a date to return it by. This will include requests for at least two references and if successful will be subject to an enhanced check by the DBS (Disclosing and Barring Service formally the criminal records bureau). As the job posts for this employer involve working with children they will be exempt under the Rehabilitation of Offenders Act 1974. An enhanced DBS check will be requested as soon as the successful applicant is offered a position. The applicant will not be employed until the disclosure has been seen.**

**Wavertree Christian Community Centre is committed to the fair treatment of its staff, potential staff, or users of its services.**

**The recruitment policy and recruitment of ex-offenders policy is made available to all DBS 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. We select all candidates for interview based on their skills, qualifications and experience.**

**As a DBS check will 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 undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.**

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**