



Peter's Patch
Forest School - Day Care - After School Club

Recruitment of Ex Offenders Policy

Peter's Patch complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Access NI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes.

We treat all applicants for positions that become available in the nursery fairly and do not discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information that may be revealed.

As part of the recruitment process all new staff will read, sign and date this policy. All current staff will be made aware of any updates or changes to this policy.

Peter's Patch are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is discriminated against in relation to gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.



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Peter's Patch actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

We will request an Access NI Disclosure if an offer of employment has been made. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question.

Where an Access NI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Peter's Patch will request the individual being offered the position to undergo an appropriate Access NI Disclosure check in line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), Peter's Patch will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure.



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We will have an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position applied for e.g. the individual is applying for a driving job but has a criminal history of driving offences.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

Peter's Patch may consider discussing any matter revealed in a Disclosure Certificate.

We ensure that all those in Peter's Patch who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

We will make every potential employee of an Access NI Disclosure aware of the existence of the Code of Practice and make a copy for them if requested.



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HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH PETER'S PATCH. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE.

Updated: November 2024