### **Employment of Ex-Offenders Policy**

#### **1. Purpose**

Little Footsteps Recruitment Ltd is committed to ensuring equal opportunities while maintaining the highest safeguarding standards in childcare recruitment. This policy sets out our approach to employing individuals with prior convictions, ensuring fairness, transparency, and legal compliance.

#### **2. Legal Framework**

This policy aligns with:

* **The Rehabilitation of Offenders Act 1974**, ensuring spent convictions are considered fairly.
* **The Safeguarding Vulnerable Groups Act 2006**, governing DBS checks and barred list restrictions.
* **The Data Protection Act 2018**, ensuring proper handling of sensitive information.

**3. Disclosure and Assessment Process**

* All applicants must declare unspent convictions when applying.
* **Enhanced DBS Checks** will be carried out where required, including barred list checks for roles involving children.
* Each disclosure is assessed individually, considering:
	+ Relevance of the conviction to the role.
	+ Time elapsed since the offense.
	+ Evidence of rehabilitation and character references.
* We will maintain **confidentiality** and handle disclosures sensitively.

**4. Safeguarding Considerations**

* Applicants with convictions related to child protection offenses or safeguarding risks will not be considered for roles involving vulnerable individuals.
* Additional risk assessments may be conducted where needed.

#### **5. Commitment to Fair Hiring**

* Applicants will **not** be automatically excluded due to a conviction.
* Decisions will be **case-by-case**, ensuring **both safeguarding and rehabilitation** principles are upheld.
* Candidates have the right to discuss concerns and seek clarification during recruitment.

#### **6. Transparency**

* This policy is available to all applicants upon request.
* Staff involved in hiring receive **training** on fair assessment practices.

Conclusion

Little Footsteps Recruitment Ltd is committed to maintaining a balanced approach—ensuring fair hiring opportunities while upholding the highest safeguarding standards. We recognize that individuals can demonstrate positive change, and we assess each application with integrity, transparency, and responsibility. By implementing this policy, we reinforce our dedication to child protection, compliance, and ethical recruitment while fostering inclusivity and rehabilitation