



Panda Playgroup, Sticky Mitts and Tiny Tots

WI Hall, Station Road, Copmanthorpe, YO23 3SX

Member of the Pre-School Learning Alliance

Registered charity number 1035584

Ofsted number 321619

Employment

Equal Opportunities Policy

Policy Statement

At Panda Playgroup our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements. To do this we use the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust. We comply fully with the DBS Code of Practices and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Procedures

Staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin, sexual orientation, responsibility for dependents, physical/mental disability or offending background. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

Disclosure of Criminal Records

- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- Where it is not a requirement under this act for staff/volunteers to undergo a disclosure test, for example for existing staff whose check has expired, we will only request a risk assessment where it is indicated that it is both proportionate and relevant to the position concerned.



www.pandaplaygroup.co.uk

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- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

Recruitment of Ex-Offenders

- 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.

Recruitment Process

- When recruiting for a vacancy we will:
 - Place an advert in the most appropriate place giving details of the vacancy
 - Provide Application forms to all those who request one
 - All Applicants will be considered by the Chair and the leader or another Committee member
 - Ask shortlisted candidates to attend for interview
 - Hold interviews at a time and place convenient to the Panel
 - Interviews will be carried out by the Chair and the Playgroup Leader or one or more other committee members
 - Directly contact, by phone call or letter, those unsuccessful after interview
 - Ask potential Staff to provide 2 references which will be taken up before a final offer is made
 - New members of Staff will be subject to a Disclosure and Barring Service Disclosure check prior to their employment
- For those positions where a Disclosure is required, all applications 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.
- This policy will be made available to all Disclosure applicants at the outset of the recruitment process.



- Where a Disclosure form is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal records at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with Panda Playgroup and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows us to ask questions about your entire criminal records, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those who are involved in the recruitment process are able to identify and assess the relevance and circumstances of offences.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other 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 undertake to 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 an applicant from working at Playgroup. This will depend on the nature of the position and the circumstances and background of the offences.

Discrimination

At Panda Playgroup we ensure that no members of staff or potential employees face discrimination.

Discrimination can take one or more of the forms set out below.

- Direct discrimination is treating one person less favourably than another in the same or similar circumstances or segregating them from others solely because of their gender, cultural background, religion, sexuality, disability or illness. For example refusing to employ someone who has the required skills because they are deaf or because they are pregnant would constitute such discrimination.
- Indirect discrimination occurs where there is a requirement or condition which applies equally to everyone but which, in practice, has an adverse impact on a particular group and cannot be justified. For example an unnecessary physical or age requirement can discriminate against women or disabled people. The setting of language tests, where language skills or fluency are not really needed for a job, is another example.



- Abuse and/or harassment – Discrimination also covers actions which amount to abuse and/or harassment of people or groups of people because for example they are a member of a national, racial or ethnic minority group, a woman, a lesbian, a gay man or have a disability or illness.
- Victimisation occurs when a person is treated less favourably or is discriminated against because she/he has pursued or intends to pursue their rights in respect of alleged discrimination.
- Institutional racism is the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen in the processes or attitudes and behaviour, which amount to discrimination, to unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people.
- Racist incident (Macpherson Report, 1999) is any incident which is perceived to be racist by the victim or any other person. If the victim doesn't want to complain, another person may do so.

This policy was adopted at a meeting of Panda Playgroup held on:
Date to be reviewed:

Signed on behalf of the management committee:
Name and role of signatory:

Signed on behalf of the staff team:
Name and role of signatory:

