



University of Brighton

UOB Policy on the recruitment of ex-offenders

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

1. As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, the University of Brighton aims to comply fully with the [Code of Practice](#) and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of a conviction or other information revealed.
2. We are committed to the fair treatment of our staff, potential staff or users of our services, and no individual will be unjustifiably discriminated against on the basis of race, sex, gender reassignment, religion or belief, sexual orientation, family circumstances, age, disability, marriage and civil partnership status, whether pregnant or on maternity leave, or offending background.
3. This policy will be made available to all DBS applicants at the outset of the recruitment process.
4. 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 on the basis of their skills, qualifications and experience in relation to the requirements of the post.
5. A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

6. The University can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about and where a DBS certificate at either standard or enhanced level can be legally requested (i.e. the position is Order 1975 as amended, and where appropriate Police Act Regulations as amended).
7. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Director of People within the university, and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
8. We ensure that all those involved in HR in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the [Rehabilitation of Offenders Act 1974](#).
9. At interview, or in a later separate discussion, we will 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 applied for could lead to withdrawal of an offer of employment.
10. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.
11. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
12. There are some positions which do not involve working with adults at risk or young people but which are positions of particular trust. In such cases, the University will request that a basic disclosure is undertaken.

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

Further information is contained within [Nacro's practical guide](#) to employing ex-offenders.

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