

POLICY STATEMENT ON STAFF RECRUITMENT AND STUDENT ADMISSIONS WHERE APPLICANTS ARE EX-OFFENDERS

This policy should be read in conjunction with:

- The University's [Recruitment and Selection Procedure](#) and Guidance
 - The University's Admissions Policy for [Undergraduate](#) and [Postgraduate](#)
 - The University's [Records Management Policy](#)
 - [The University's Retention and Disposal Schedule](#)
 - The [DBS Code of Practice](#)
1. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the University of Huddersfield complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
 2. The University of Huddersfield is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, nationality, ethnic or national origins, gender, sexual orientation, marital status, family responsibilities, trade union activity, political or religious belief, age, disability or offending background.
 3. This written policy on applicants to the University who are ex-offenders is made available to all Disclosure applicants at as early a time as is reasonably appropriate in the recruitment, admission or similar relevant process and is available on our website at <https://www.hud.ac.uk/policies>
 4. We promote equality of opportunity for all with the right mix of talent, skills, knowledge and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview for employment or admission as a student based on their skills, qualifications, experience and potential.
 5.
 - a. **Staff Recruitment:** We will only request a Disclosure after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required this will be clearly stated in the job advert.
 - b. **Student Admissions:** We will only require a Disclosure where the course applied for contains elements subject to statutory requirements for Disclosure. The University prospectus, website and associated admissions material will indicate that applicants to such courses are subject to a satisfactory DBS Disclosure being obtained.

6. Where a Disclosure is part of the staff recruitment or student admissions process, we encourage applicants called for interview to provide details of their criminal record at an early stage in each respective process. The exact process involved may vary according to the school or service to whom the application is made. However, in all cases we guarantee that this information will only be seen by those who need to see it as part of the recruitment or admissions process and will be dealt with under confidential cover by a designated person or office within the University. The University will only accept Disclosures from other organisations if the applicant subscribes to the DBS online update service and consents to the University carrying out a status check.
7. Unless the nature of the position or course allows the University to ask questions about an individual's entire criminal record, for example those involving contact with children or vulnerable adults, we only ask about convictions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For all applications, certain old and minor convictions, cautions, reprimands and warnings are subject to filtering rules and where the filtering rules apply these will not appear on DBS certificates and will not be taken into consideration. The filtering rules are available on the [DBS website](#).
8. We ensure that those in the University who are involved in the recruitment and admissions processes have suitable guidance to identify and assess the relevance and circumstances of offences. The University also informs those who are involved in the recruitment and admissions processes of the need to comply with the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and the Safeguarding Vulnerable Groups Act 2006, and of the need to comply with the University's published policies and procedures relating to this.
9. 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 staff post or student place. Failure to reveal information that is directly relevant to the post or place sought could lead to withdrawal of an offer of employment or of a place on a course.
10. We undertake to discuss any matter revealed in a Disclosure with the Disclosure applicant before withdrawing a conditional offer of employment or a place on a course. In some instances it may be possible to offer student applicants a place on another course which is subject to a lesser or no DBS Disclosure requirement.
11. We make every subject of a DBS Check aware of the existence of the DBS Code of Practice and will make a copy of the Code available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BAR YOU FROM WORKING OR STUDYING WITH US. This will depend on the nature of the post or course applied for and the circumstances and background of your offence(s). The factors taken into account may include, but are not limited to, 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 ages of the offender when they occurred.

POLICY SIGN-OFF AND OWNERSHIP DETAILS

Document name:	Policy Statement on Staff Recruitment and Student Admissions where Applicants are Ex-Offenders
Version Number:	2.0
Equality Impact Assessment:	16 June 2020
Approved by:	UTLC
Date Approved:	23 September 2020
Date for Review:	September 2023
Author:	Head of HR and Student Recruitment Manager
Owner (if different from above):	Director of Human Resources/Student Recruitment Manager
Document Location:	https://www.hud.ac.uk/media/policydocuments/Policy-Statement-on-the-Recruitment-and-Student-Admissions-Where-Applicants-are-Ex-Offenders.pdf
Compliance Checks:	Monitor via DBS Briefing Session discussions
Related Policies/Procedures:	Recruitment and Selection Procedure; Admissions Policy; Records Management Policy; Retention and Disposal Schedule

REVISION HISTORY

Version	Date	Revision description/Summary of changes	Author
V1.0	14 March 2017	First redraft under the new Policy Framework	As above
V2.0	24 February 2020	Minor amendments	Student Recruitment Manager