Policy Statement: Recruitment of Ex-offenders

- As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS) Newcastle University complies fully with the code of practice and will treat all applicants for positions fairly.

- Newcastle University undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. We are committed to treat all people equally irrespective of race, gender, religion, sexual orientation, responsibilities for dependents, age, political belief, trade union membership and activities, physical/mental disability or offending background.

- Newcastle University will make a copy of this policy statement available to all DBS applicants at the start of the recruitment process.

- A disclosure is only requested where it is considered necessary and relevant to the position concerned, having taken into account the appropriate legislation in this area. For those positions where a Disclosure is required, recruitment information will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.

- We can only ask an individual about convictions and cautions that are not protected.

- The University actively promotes 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. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

- Newcastle University select all candidates for interview based on their skills, qualifications and experience.

- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Newcastle University. We guarantee that this information is only to be seen by those who need to see it as part of the recruitment process. The information will be disposed of once a recruitment decision has been made. See Policy Statement: Storage and handling of disclosure information.

- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

- We ensure that all those in Newcastle University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate
guidance and training in the relevant legislation relating to the **employment of ex-offenders**, e.g. the Rehabilitation of Offenders Act 1974.

- 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, or dismissal.

- We make every subject of a criminal record check submitted to DBS aware of the existence of the **code of practice** and make a copy available on request.

- We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Related policies and documents:

- **Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information**
- **Policy Statement: Recruitment of Staff exempted from the Rehabilitation of Offenders Act**
- **DBS Check Procedure Flow Chart**

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