

# Policy Statement on the Recruitment of Ex-Offenders

This Policy applies to both staff and students

1. Leeds Trinity University makes use of the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. The university works with an external organisation to undertake the DBS disclosures. That organisation complies fully with the DBS Code of Practice. The university will treat all applicants fairly and will not discriminate against any subject of a criminal record check where a conviction or other information is revealed.
2. Leeds Trinity University is committed to the fair treatment of its staff/students, potential staff/students or users of its services.
3. This policy on the recruitment of ex-offenders is available on the website to all Disclosure applicants at the start of any recruitment process.
4. The university actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select all candidates based on their skills, qualifications and experience.
5. A Disclosure is only requested where it is considered that one is both proportionate and relevant to the programme or position concerned. For those programmes or positions where a Disclosure is required, all application information, 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/place.
6. 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. For student recruitment, please refer to the DBS Disclosure Processing Procedure.

7. We ensure that all those in Leeds Trinity University who are involved in the recruitment process have been suitably briefed to identify and assess the relevance and circumstances of offences. 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.
8. At interview, or in a separate discussion, we ensure that an open and objective discussion takes place about any offences or other matter that might be relevant to the programme or position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or study.

All individuals required to undertake a DBS check can view the [DBS code of practice](#) and the [University DBS Disclosure Processing Procedure](#).

**Having a criminal record will not necessarily bar you from working or studying with us.** This will depend on the nature of the position and the circumstances and background of your offences.