

Policy Statement on the Recruitment of Ex-Offenders

This Policy applies to both staff and students

1. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Leeds Trinity University 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 a conviction or other information revealed.
2. Leeds Trinity University is committed to the fair treatment of its staff/students, potential staff/students or users of its services, regardless of race, gender, religion, belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, responsibilities for dependants, age, physical/mental disability or offending background.
3. This policy on the recruitment of ex-offenders is available to all Disclosure applicants at the outset of any 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 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 position concerned. For those positions where a Disclosure is required, all application 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.
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 Criminal Convictions Policy.
7. Unless the nature of the position allows Leeds Trinity University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
8. 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.
9. At interview, or in a separate discussion, we ensure that an open and objective 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 study.

10. We make every individual subject to a DBS Disclosure check aware of the existence of the DBS Code of Practice and make a copy 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 position and the circumstances and background of your offences.