

Policy Statement on the Student Recruitment of Ex-Offenders

Name of policy :	Policy Statement on the Student Recruitment of Ex-Offenders
Purpose of policy :	To set out the University's Principles on dealing with the student recruitment of ex-offenders
Approval for this policy given by :	Criminal Conviction Panel
Responsibility for its update :	Dean of Students and Academic Registrar
Policy applies to :	To all prospective students of Staffordshire University
Date of Approval :	29 June 2011
Proposed Date of Review :	May 2012

It is a requirement of the CRB's Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the student recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

Policy Statement

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the CRB 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.
- Staffordshire University is committed to the fair treatment of its students, potential students or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- A copy of this will be made available to all Disclosure applicants at the outset of the recruitment process.
- 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 based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the award concerned.
- Where a Disclosure is to form part of the student recruitment process, we encourage all applicants called for interview to provide details of their criminal record at any early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Staffordshire University and we guarantee that this information will only be seen by those who need to see it as part of the student recruitment process.
- Unless the nature of the award allows Staffordshire University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Staffordshire University who are involved in the student recruitment process are aware of the relevant legislation relating to the recruitment 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 application. Failure to reveal information that is directly relevant to the award sought could lead to a withdrawal of an offer of a place on one of our awards.

- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking a place before rejecting the applicant..

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

Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request. If you think we can improve the fairness of this policy, please contact the individual who has responsibility for its update.