

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 :	Academic Registrar and Director of Student Experience
Policy applies to :	To all prospective students of Staffordshire University
Date of Approval :	May 2014
Proposed Date of Review :	May 2015

It is a requirement of the Disclosure and Barring Service (DBS) 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 DBS Disclosure service to assess applicants' suitability for positions of trust, Staffordshire 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.
- 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 the University rejecting an applicant or to the withdrawal of an offer of a place on one of our awards.

- Staffordshire University also offers educational/training programmes which require students to come into contact with the public and assume positions of trust. In order to ensure the protection of the public, the University is required to ensure that only suitable candidates are allowed to undertake these programmes of study/training. The University uses the DBS Disclosure service to assess the suitability of such applicants and requires that applicants provide an Enhanced Disclosure. For some courses, particularly in teaching, health, social work and other courses involving work with children and/or vulnerable adults, no conviction can be considered 'spent'. Therefore, applicants to these courses will be asked to disclose information about any criminal conviction, including spent sentences, cautions and bind-over orders.
- We make every subject of a DBS Disclosure aware of the existence of the DBS 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.

Equality issues have been taken into account during the development of this policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.