

**UNIVERSITY OF SOUTH WALES (the University)**

**PRIFYSGOL DE CYMRU**

**Recruitment of Ex-offenders Policy Statement**

**Introduction**

The University recruits individuals 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 for interview based on their skills, qualifications, and experience.

The University is intent on advancing and promoting equality and diversity as key features within all its activities, as it believes this is ethically right and socially responsible. Equality and diversity are essential factors that underpin the academic and financial strength of the University.

The possession of a criminal record will not necessarily bar you from working at the University. The nature of the position and the circumstances and background of any offences will be taken into account.

**The Recruitment Process**

An application for a criminal record check is only submitted to the Disclosure and Barring Service (DBS) after a thorough risk assessment has indicated that one is both proportionate and relevant to the position.

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. Any offer of employment will be subject to the satisfactory disclosure from the DBS.

On the conditional offer of employment, the University will ensure that an open and measured discussion takes place on the subject of any offences or outstanding criminal proceedings or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment (or dismissal, if your employment has commenced).

Where you have disclosed to us that you have committed a criminal offence, or where a DBS check or basic disclosure has revealed this, we will conduct an objective assessment of the impact that this should have on your employment. We will discuss the outcome of these considerations with you.

## **Compliance with the Disclosure and Barring Service (DBS) Code of Practice**

The [Disclosure and Barring Service's website](#) has detailed resources relating to DBS checks, including a [DBS code of practice](#) for registered persons and other recipients of disclosure information.

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, the 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.

The University can only ask an individual to provide details of convictions and cautions that the University are legally entitled to know about, where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

The University can only ask an individual about convictions and cautions that are not protected.

Revision	Issue Date	Revision Description	Author	HR Approval	Formal Approval
3.0	13 10 09	Amend title	JFB	CT	
4.0	08/07/20	Complete Review of Policy Statement	WM		

*Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh.*