

Policy Statement on the Recruitment of Ex-offenders

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the University of Bath complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. The University does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received. Copies of the DBS Code of Practice are available from <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>.
 2. The University is committed to the fair treatment of its staff, potential staff or users of its services regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
 3. We actively promote equality of opportunity for all with the right mix of talent, skill 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.
 4. The University's main concerns in respect of applicants with criminal convictions are to:
 - Ensure the safety and well-being of our staff and students, other clients and visitors
 - Ensure the security of University property
 - Protect the University's reputation and public standing
 - Carry out our legal responsibilities and duties
- Any selection decision will be taken in the light of a risk assessment against these criteria.
5. A DBS Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, job adverts and recruitment documentation will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
 6. Unless the nature of the position allows the University to ask questions about your entire criminal record, we only ask questions about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
 7. All applicants for posts at the University which involve working with vulnerable groups, such as the chronically sick, elderly, mentally ill and children under the age of 18, and some professions will be required to provide an Enhanced DBS Disclosure prior to receiving a firm offer of appointment. Further information is available in our [**Guidance for Applicants required to use the DBS Disclosure service**](#). Posts in some areas of the University, including the Nursery, are considered to be exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that ex-offenders have to disclose information about spent as well as unspent convictions.

8. The University requests that any information on offences, or any Disclosure documents, be sent under separate, confidential cover, to the Recruitment and Operations Services, Department of Human Resources (HR), Wessex House 3.22, University of Bath, BA2 7AY. We guarantee that this information will only be seen by those who need to consider it as part of our selection process and that it will not be retained longer than is necessary for the purpose of selection. [Please refer to our Job Applicant Privacy Notice for further information.](#)
9. We ensure that all those involved in the recruitment and selection process have been suitably trained to identify and assess the relevance and circumstances of offence. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, we ensure that an open and reasoned 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 the withdrawal of an offer of appointment.
11. 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.
12. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of appointment.
13. The fact that an applicant has a criminal conviction will not necessarily bar that person from working with us. This will depend upon the nature of the position and the circumstances and the background of the offences.