GIRTON COLLEGE

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

1. Introduction

1.1 It is a requirement of the Code of Practice of the Disclosure and Barring Service (DBS) that all organisations who wish to use DBS checks must comply with the DBS’s Code of Practice. This includes recruiters, such as the College, as well as Registered Bodies and Umbrella bodies.

1.2 The Code of Practice states that DBS check information should only be used in the context of a policy on the recruitment of ex-offenders, designed to protect applicants from unfair discrimination on the basis of non-relevant past convictions. The DBS can refuse to issue the results of a DBS check if it suspects that the Code of Practice is not being adhered to.

2. Policy Statement

2.1 As an organisation using the DBS to assess applicants’ suitability for positions of trust, Girton College complies with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

2.2 The College has this written policy on the recruitment of ex-offenders, which will be made available to all DBS check applicants at the outset of the recruitment process.

2.3 The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. Candidates are selected for interview based on their skills, qualifications and experience in relation to the specified criteria for the appointment.

2.4 A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job advertisements and recruitment briefs will contain a statement that a check will be requested in the event of the individual being offered the position.

2.5 Where a DBS check is to form part of the recruitment process, all applicants called for interview are encouraged to provide details of their criminal record at an early stage in the application process. The College requests that this information is sent under separate, confidential cover, to the Personnel Officer of
the College and it is guaranteed that this information will only be seen by those who need to see it as part of the recruitment process.

2.6 Unless the nature of the position allows questions to be asked about an individual’s entire criminal record, the College will only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

2.7 In conjunction with the Head of Department concerned, the Personnel Officer will be responsible for identifying and assessing the relevance and circumstances of offences with regard to possible employment with the College.

2.8 At interview, or in a separate discussion, an open and measured discussion will take 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.

2.9 The College will make every subject of a DBS check aware of the existence of the DBS Code of Practice and will make a copy available on request.

2.10 The College undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working with the College. This will depend on the nature of the position and the circumstances and background of the offences.

Personnel Officer
April 2013