

Recruitment of ex-offenders

People and Organisation Development

Contents

Policy information	3
Version history	3
1. Introduction	4
2. Policy Statement	4
3. Data protection	5

Policy information

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Version history

Version	Date	Details	Who
1.	16/05/2019	New formatting completed	Melissa Hayward, Employee Relations and Reward Adviser
2.	11/11/2024	Policy rebranded; links checked / added; UWE changed to UWE Bristol; minor wording amends so in plain English; link added that references October 2023 legislation about rehabilitation periods.	Suze Attaway, Policy and Employee Relations Consultant

1. Introduction

- 1.1. It is a requirement of the Disclosure and Barring Service (DBS) (formerly the Criminal Records Bureau (CRB)) that all registered bodies must treat applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed. It also requires registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which is available to disclosure applicants on the [UWE Bristol website](#).

2. Policy Statement

- 2.1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, UWE Bristol complies fully with the DBS and treats all applicants for positions fairly. It does not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

UWE Bristol is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

- 2.2. 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.
- 2.3. A disclosure is only requested for staff undertaking certain activities and roles within or on behalf of the University, in line with the [Disclosure and Barring Checks policy](#). For those positions where a disclosure is required, all job adverts will contain a statement that a disclosure will be requested in the event of the applicant being offered the position.
- 2.4. Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is emailed to HRResourcing@uwe.ac.uk and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 2.5. Unless the nature of the position allows UWE Bristol to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the [Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#). Please see the rehabilitation periods outlined on the [GOV.UK website](#).

- 2.6. We ensure that all those at UWE Bristol who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, such as the [Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#) and the rehabilitation periods outlined on the [GOV.UK website](#).
- 2.7. 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 position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.
- 2.8. We make every applicant who requires a DBS check aware of the existence of the [DBS code of practice](#).
- 2.9. We will discuss any matter revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.
- 2.10. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

3. Data protection

- 3.1. UWE Bristol is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with UWE Bristol's [Data Protection policy](#), which outlines the University's commitment to the requirements of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 as supplemented by The Data Protection Act 2018 and the [DBS code of practice](#). Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.