

Keele University

Statement for the Employment of Ex-Offenders

Background

Keele University uses the Criminal Records Bureau (CRB) to gain criminal record disclosure information about employees, job applicants, volunteers and students, where appropriate. CRB disclosures help the University to assess the suitability of people who will hold positions of trust.

The first priority of the University is to maintain the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. The University intends to achieve this by exercising rigour and vigilance in employment decision-making; criminal record disclosures are central to this.

Recipients of criminal record disclosures must comply fully with the CRB code of practice as well as the University's policy and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling disclosure information. The University will treat all applicants fairly judging peoples' criminal records on merit, in accordance to the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions subject to relevant legislation and reasonable judgement.

Policy Statement

- Keele University is an equal opportunities employer. No job applicant, employee, student, volunteer or user of University services will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender, marital status, sexuality, disability, religion, belief, socio-economic background, parental status, age (subject to normal retirement age in the case of staff) trades union membership or criminal offending record subject to legislation. The University adheres to equal opportunities in its usage of the CRB disclosure Service and selects candidates based on their skills, qualifications and experience.
- The University seeks to comply with the CRB Code of Practice and treat all applicants with a criminal record fairly. Keele University undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information subject to legal requirement and reasonable judgement. Keele University will observe the Rehabilitation of Offenders Act and its exemption orders.

- The University will make every subject of a disclosure aware of the principles of the CRB Code of Practice and will make a copy of the CRB Code of practice available on request.
- This written equality statement is made available to disclosure applicants at the outset of the application process to promote understanding of the process.
- A disclosure is only requested after a risk assessment has been made about the nature of the work to be carried out. The University's greatest concern is to protect children and vulnerable adults.
- Where a disclosure is part of the recruitment process the University will make candidates aware of what is required from them at the earliest possible stage. The University requests that disclosures and disclosure information are sent separately to other application correspondence and to a designated person within the university: only staff counter-signatories and those people involved in the recruitment process are privy to disclosures and related information.
- In accordance with the Rehabilitation of Offenders Act 1974 those involved in the recruitment process will not ask questions about spent convictions unless the post in question is considered exempt from the Rehabilitation of Offenders Act requirements by legislation such as the Exemptions Order Act 1975 or the Protection of Children Act 1999.
- The University ensures that staff involved in the recruitment process are made aware of the appropriate indicators for the judgement of an applicant's criminal record. Staff involved in recruitment are made aware of the relevant legislation for the employment of people with convictions for example The Rehabilitation of Offenders Act and Protection of Children Act.
- When a criminal record is revealed a measured and fair discussion will take place with the applicant (in a meeting separate from the recruitment or other interview) about the relevance of the convictions to the post in question. The University does not operate a blanket ban for people with convictions and may employ people with spent and unspent convictions where appropriate. Failure to reveal information about convictions that are requested in connection with employment, may lead to the withdrawal of a job offer.
- The University will judge all applicants with a criminal record on the basis of merit; consideration will be given to the post in question, the circumstances and type of offence before an offer of employment is made.

Having a criminal record will not necessarily prevent an individual from working or studying at Keele University.