

## Policy Statement on the Recruitment of Ex-offenders to Professional Courses

Glyndŵr University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of sex, race, age, creed, disability or offending background that does not create risk to others especially children and vulnerable adults. The University continues to implement a comprehensive policy of equal opportunities which will ensure that all applicants, employees and students will be selected and treated on the basis of their relevant merits and abilities. The University will keep under review all policies, procedures and practices to fulfil the principles of equal treatment and will commit itself to a programme of action to make this policy fully effective. All members of the University together with all those involved in University activities, whether in an academic or support role, will be required to conduct themselves in accordance with our equal opportunities policy and this subsection on the recruitment of ex-offenders to professional courses.

1. As an Institution using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for places on professional courses, Glyndwr University complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the CRB checking process.
3. 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 candidates for courses based on their skills, qualifications, and experience.
4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the course concerned. For those courses where a Disclosure is required, all application forms, recruitment adverts and briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a place on the course
5. Where a Disclosure is to form part of the recruitment process, we encourage all applicants offered a place to provide details of their criminal record in time for arrangements to be made for the first period of professional practice. We request that this information is provided confidentially under separate cover or in person to a designated person within Glyndwr University, usually the course admissions tutor, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
6. Applicants with criminal records applying for designated professional courses are treated according to their merits and within any special criteria in place for professional practice (e.g. some applicants may be debarred from caring for children and vulnerable adults). To ensure that people with such records are not inadvertently placed in a practice setting where their record, should it become known, raises difficulties, Glyndŵr University would wish, with the student's permission, to make such agencies aware of any risks accepted by the Institution in offering a place to an ex-offender. Should consent not be forthcoming, periods of professional practice may not be possible, causing the university to refuse or withdraw a place on a programme of study.
7. The nature of our professional courses allows Glyndwr University to ask questions about your entire criminal record so we ask about both "spent" and "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in Glyndwr University 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 placement of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
9. 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 offer of a place on one of our professional courses. Failure to reveal information that is directly relevant to the place sought could lead to withdrawal of an offer of such a place.
10. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the place before withdrawing an offer of a place on one of our courses.

**Having a criminal record will not necessarily bar you from studying with us. This will depend on the nature of the course and the circumstances and background of your offences.**

*Enquires on this policy should be made to:  
Dr Catherine Baxter, ProVice-Chancellor, Administration,  
Glyndwr University, Plas Coch, Mold Road, Wrexham.  
LL11 2AW Tel: 01978 290666*

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