

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

1 Background

Individuals & organisations using the CRB Disclosure service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the CRB Code of Practice. *Inter alia*, this requires them to treat applicants for positions who have a criminal record fairly, and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. It also obliges them to have a written policy on the recruitment of such individuals, which can be given to all applicants for positions where a Disclosure is requested and to ensure that a body or individual at whose request applications are countersigned has such a written policy. Also, if necessary, to provide a model for that body or individual to use or adapt for this purpose. If appropriate, this policy may be included within an Equal Opportunities Policy

2 Glyndŵr University Policy Statement

- 2.1 Glyndŵr University 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 dependents, age, physical / mental disability, or offending background. **Having a criminal record will not necessarily bar individuals from gaining employment with NEWI.** It will depend on the nature of the position, the circumstances, and the relevance of an individual's background offences. Each case will be determined on its merits.
- 2.2 Our written policy on the recruitment of ex-offenders will be made available to all Disclosure applicants at the outset of the recruitment process
- 2.3 Glyndŵr University will comply fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a Disclosure on the basis of convictions or other information revealed.
- 2.4 We will continue to promote actively equality of opportunity for all, and welcome applications from diversity of candidates including those with criminal records. We will select applicants for interview based on their skills, qualifications and experience.

- 2.5 A Disclosure will only be requested after a risk assessment has indicated that one is proportionate and relevant to the position concerned. For those positions for which a Disclosure is requested, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be required in the event of the individual being offered the position provisionally.
- 2.6 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 (if any) at an early stage in the application process. We require this information to be sent under separate confidential cover to a designated person within Glyndŵr University, and guarantee that this information will only be seen by those who need to do so as part of their duties in the process.
- 2.7 Unless the nature of the position allows Glyndŵr University to ask questions about your entire criminal record, we will only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
- 2.8 We will ensure that all those in Glyndŵr University or its subsidiary companies who are involved in the receipt of and decision making in relation to Disclosure information have been suitably briefed to identify and assess the relevance and circumstances of offences. We will also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. This will be arranged by the Human Resources Department in respect of relevant staff as identified by the appropriate Director / Heads of School / Deans of Faculty.
- 2.9 At interview or in a separate discussion, we will 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 sought could lead to withdrawal of an offer of employment, following a full discussion with the individual.
- 2.10 Every subject of a CRB Disclosure will be made aware of the existence of the CRB Code of Practice, and we will make a copy available on request.
- 2.11 Conditional offers of employment are made expressly on the basis whether a disclosure is or is not satisfactory and are Glyndŵr University's decision alone. On receipt of a disclosure, any matters revealed will be discussed with the individual fully before any offer of employment is withdrawn.