

Policy Statement on the Recruitment of Ex-offenders

Recruitment and Selection (R&S) Guidelines implemented July 2012

DBS checking policy (formerly Appendix 2) updated May 2013 in line with legislative changes

R&S Guidelines updated September 2013 to reflect changes to vacancy approval process

R&S Guidelines updated September 2014 to reflect e-Recruitment light

R&S Guidelines updated March 2015 (updated senior academic selection processes – first used in February 2015)

Disability guidance Appendix updated (2.1; 3.1 & 4.1); clarifications made to Probationary period Appendix and probation form template added August 2015

November 2016 – Terminology updates

May 2017 – minor process updates

December 2018 updates: DBS appendices separated into a standalone policy; Employment of ex-offenders section removed from DBS appendix into a standalone policy; and minor updating to R&S guidance.

January 2022: reviewed by HR; no updates needed

Policy Statement on the Recruitment of Ex-offenders

1. Policy statement

- 1.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, London Metropolitan University complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake to not discriminate unfairly against any subject of a DBS check based on a conviction or other information revealed.
- 1.2 London Metropolitan 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.
- 1.3 The University promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience.
- 1.4 We only request a DBS check where it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, job adverts, the job description and, where relevant, recruitment briefs will contain a statement that a DBS check will be requested if an individual is offered the position.
- 1.5 The University asks all applicants to provide details of any unspent convictions as part of the application process. This information is confidential to Human Resources and will only be seen by those who need to see it as part of the recruitment process.
- 1.6 Unless the nature of the position allows the University to ask questions about your entire criminal record, we will only ask questions about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- 1.7 We train staff involved in taking decisions relating to convictions, to identify and assess the relevance and circumstances of offences. We also provide these staff with appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 1.8 At interview, or in a separate discussion, the University ensures 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.

- 1.9 The University makes every subject of a DBS check aware of the existence of the [DBS Code of Practice](#) and makes a copy available to them on request.
- 1.10 The University undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.