



JESUS COLLEGE CAMBRIDGE

Staff policy on the recruitment of ex offenders

1. Introduction

1.1 As an organisation using the Disclosure and Barring Service to assess applicants suitability for positions of trust, Jesus College complies fully with the DBS Code of Practice and undertakes to treat all job applicants fairly.

1.2 For positions which involve working with Children and Vulnerable Adults, this Policy should be read in conjunction with the College Policy on Working with Children and Vulnerable Adults.

2. Principles

2.1 Jesus College is committed to the fair treatment of its staff or potential staff regardless of sex, disability, race (including ethnic or national origin, nationality or colour) sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, gender reassignment, offending background or any other characteristic unrelated to the performance of a job.

2.2 The College promotes equality of opportunity for all and welcomes applications from a wide range of candidates. Candidates selected for interview are judged on their skills, qualifications and experience.

2.3 Having a criminal record will not necessarily exclude someone from working at the College. This will depend on the nature of the position and the circumstances and background of the offences.

3. Seeking a Disclosure and Barring Service (DBS) check.

3.1 A DBS check is only requested after an assessment has indicated that one is both proportionate and relevant to the position concerned. For these positions, where a DBS check is required, the further particulars of the job will contain a statement that a DBS check will be requested in the event of the applicant being offered the position.

3.2 Where a DBS check is to form part of the recruitment process, the College will encourage all applicants called for interview to provide details of the criminal record at an early stage in the application process. Such information is to be sent under a separate, confidential cover to the Human Resources Manager and the College guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

3.3 Unless the nature of the position allows the College to ask questions about a prospective staff members entire criminal record, the College will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

3.4 Any applicant for any post that requires a DBS may receive a copy of this document.

4. Selection Interviews

4.1 At interview, or in a separate discussion, the College 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. In making a decision about suitability for employment, the College will take the following into account:

whether the conviction is relevant to the position being offered

the seriousness of the offence revealed

the length of time since the offence took place

whether the applicant has a pattern of offending behaviour

whether the applicants circumstances have changed since the offending took place.

4.2 Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. The College undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

4.3 The College ensures that all members of staff involved in the recruitment process are aware of this policy and procedure and have received relevant training and support.

5. Implementation, monitoring and reviews of this policy

5.1 This policy will take effect from 11 March 2013. The HR Manager has responsibility for implementing and monitoring this policy, which will be reviewed by Staff Committee on a regular basis (at least annually) following is implementation and additionally whenever there are relevant changes to legislation or current working practices.

5.2 Any queries or comments about this policy should be addressed to the HR Manager.