



LIVERPOOL
HOPE
UNIVERSITY

Est. 1844

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

Policy Statement on the Recruitment of Ex-Offenders

1 Purpose

- 1.1 The [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders.
- 1.2 Liverpool Hope University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, sexual orientation, marital status, family responsibilities, trade union activity, political or religious belief, age, disability or offending background.
- 1.3 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 all candidates for interview based on their skills, qualifications and experience.

2 Scope

- 2.1 This policy applies to Liverpool Hope University staff and applicants who have been offered employment with Liverpool Hope University.

3 Principles

- 3.1 as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Liverpool Hope University complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- 3.2 Liverpool Hope University undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

- 3.3 Liverpool Hope University can only ask an individual to provide details of convictions and cautions that Liverpool Hope University are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- 3.4 Liverpool Hope University can only ask an individual about convictions and cautions that are not protected
- 3.5 Liverpool Hope University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, sexual orientation, marital status, family responsibilities, trade union activity, political or religious belief, age, disability or offending background.
- 3.6 Liverpool Hope University has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- 3.7 Liverpool Hope University actively promotes 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
- 3.8 Liverpool Hope University select all candidates for interview based on their skills, qualifications and experience
- 3.9 an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- 3.10 Liverpool Hope University ensures that all those in Liverpool Hope University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- 3.11 Liverpool Hope University also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974

- 3.12 at interview, or in a separate discussion, Liverpool Hope 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
- 3.13 Liverpool Hope University makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- 3.14 Liverpool Hope University undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- 3.15 Having a criminal record will not necessarily bar you from working with us. This depends on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number of pattern of the offences (if there is more than one), how long the offences(s) occurred and the age of the offender when the offence(s) occurred. The above list is for illustrative purposes only and is not exhaustive. The decision should be made on the basis of a risk assessment to assess the applicant's criminal record and circumstances in relation to the job tasks and circumstances in which the role is performed.