SIDNEY SUSSEX COLLEGE

RECRUITMENT OF EX-OFFENDERS POLICY

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Author: HR Manager
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## Revision History

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1. **Purpose and Scope**

1.1. Sidney Sussex College recruits individuals with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. Candidate selection for interview is based on their skills, qualifications and experience. Having a criminal record will not necessarily bar an individual from working for the College. This will depend on the nature of the position and the circumstances of the offences. The College undertakes not to discriminate unfairly against applicants because of convictions, cautions, reprimands or outstanding criminal proceedings.

1.2. The College encourages applicants to provide details of their criminal record which are not protected in law at an early stage in the applications process. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance which explains the difference between spent and unspent convictions, and outlines which convictions must be declared when applying for jobs can be found on the Disclosure and Barring Service (DBS) website.

1.3. This Policy applies to all those who will be directly employed by the College. Where the provisions relating to the employment of Fellows are laid out in the College’s statutes and ordinances, these shall, in the event of any conflict, prevail.

2. **Policy**

2.1. The College 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 dependants, age, physical/mental disability or offending background.

2.2. An application for a criminal record check is only submitted to DBS after an 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.

2.3. The College complies fully with the DBS Code of Practice. The College makes a copy of the Code of Practice and this Policy available on request.

2.4. The College ensures that all those in the College who are involved in the recruitment process will have suitable guidance to identify and assess the relevance and circumstances of offences.

2.5. The College also ensures 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.

2.6. Where an individual has disclosed that they have committed a criminal offence, or where a DBS check has revealed this, the College will conduct an objective assessment of the impact that this could have on the individual’s employment. The outcome of the assessment will be discussed with the individual.

2.7. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment (or dismissal) if employment has commenced.