



DOWNING COLLEGE CAMBRIDGE

Policy on the Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, Downing College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Downing College is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, gender re-assignment, responsibilities for dependents, age, physical/mental disability, or offending background.

This written policy on the recruitment of ex-offenders will be available to all Disclosure applicants at the outset of the recruitment process.

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.

A Disclosure is only requested after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position. For those positions where a risk assessment indicates that a Standard or Enhanced DBS Disclosure is not required, a Basic Disclosure will be requested.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover to the HR Officer; we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Downing College to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

When problems have been identified, we ensure that all those in Downing College who are involved in the recruitment process are suitably instructed in how to assess the relevance and circumstances of offences. We ensure 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.

At interview, or in a separate discussion, we 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.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

DBS code of practice - GOV.UK (www.gov.uk)

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. The decision will depend on the nature of the position and the circumstances and background of your offences.