## Disclosure and Barring Service (DBS)



**Policy Statement on the Recruitment of Ex-offenders**

**Policy Statement**

* Teesside University has a *Policy statement on the recruitment and employment of ex-offenders.* This is also available via our website.
* The School of Social Sciences, Humanities & Law uses the Disclosure and Barring Service (DBS) to assess applicants’ suitability for some courses (see 4.2 of the above *Policy*) where an Enhanced DBS Check or an Enhanced Check for Regulated Activity is compulsory relating to an offer of a place. This is in accordance with the requirements of the Department for Children, Schools and Families as students will be working with or will have access to vulnerable groups, including children.
* The School of Social Sciences, Humanities & Law complies with the *DBS Code of Practice* and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person the subject of a disclosure on the basis of a conviction or other information revealed.
* The School of Social Sciences, Humanities & Law is committed to the fair treatment of its students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
* 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.
* Where a check is requested all relevant recruitment literature will contain a statement that a check will be requested in the event of the individual being offered the place on an educational programme. In some cases individual option modules or dissertation topics may also require a check. Information will be provided in all programme handbooks and module information booklets where this is the case.
* Where a check is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that the applicant complete a Criminal Record Declaration form. This should be returned to the School. We guarantee that this information will only be seen by those required to see it as part of the recruitment process. If the applicant is unsuccessful this information will be destroyed in an appropriate manner.
* As an organisation using the Disclosure and Barring Service (DBS) checking service, the School of Social Sciences, Humanities and Law complies with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. This is defined within the University *Policy statement on the secure handling, use, retention and disposal of DBS certificates and certificate information*
* We also comply with our obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and have a written policies on these matters, which is available here: [*https://www.tees.ac.uk/sections/about/public\_information/copyright.cfm?display=privacy*](https://www.tees.ac.uk/sections/about/public_information/copyright.cfm?display=privacy)*.*
* The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are 'protected' and are not subject to disclosure to us, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.
* We ensure that all those in the School of Social Sciences, Humanities & Law who are involved in the recruitment process receive appropriate guidance and training on 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 matters 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 a course place.
* We undertake to discuss any matter revealed following a check with the person seeking the position, before withdrawing a conditional offer of a place on our degree courses.

**Having a criminal record will not necessarily bar an individual from undertaking an educational degree course with us; however this will depend on the nature of the position and the circumstances and background of your offences. You must also be aware that Professional Bodies may require you to provide a disclosure before they allow you to register with them on successful completion of your course.**

## Further information

School of Social Sciences, Humanities & Law - Placements

Tel: 01642 342906

E-Mail: ssshlplacements@tees.ac.uk

DBS information line: 0870 9090 811

DBS website: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>