



Policy Statement on the use of the Disclosure & Barring Service and the Recruitment of Ex-Offenders

1. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the University of Sussex 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.

Note: When this policy refers to information provided through 'Disclosure', this means details of offences or it may mean other information, eg List 99 information, cautions, etc. The University will take account of all such information in reaching decisions on the employment of staff and the selection of students.

2. The University of Sussex is committed to the fair treatment of its staff and students, potential staff and students, and other users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. The University actively promotes equality of opportunity for all who have the right mixture of ability, skills and potential to succeed, and welcomes applications from a wide range of backgrounds. The University selects all staff and students on the basis of their skills, qualifications, aptitudes, potential and experience, as appropriate. For a full statement of the University's Equal Opportunities Policy, please see: <http://www.sussex.ac.uk/humanresources/equality>
4. A Disclosure is only requested in line with guidance from the DBS, i.e. when this is both proportionate and relevant to the position or programmes concerned. For those positions or programmes where a Disclosure is required, it will be made clear in recruitment information that a Disclosure will be requested in the event of the individual being offered the position or place on a programme.
5. This policy statement is made available to all Disclosure applicants at the outset of the recruitment process. Through this policy, the University also draws the attention of every subject of a DBS Disclosure to the existence of the DBS Code of Practice, which can be viewed on the DBS Gov.uk website: <https://www.gov.uk/government/publications/dbs-code-of-practice> Anyone who does not have access to the internet may request a copy from the University via the Human Resources Division (HRCompliance@sussex.ac.uk)
6. Where a Disclosure is to form part of the recruitment/application process, the University asks all applicants to provide details of their criminal record at an early stage in the process. The University requests that this information should be sent under separate, confidential cover, to a designated person within the University and it guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position or course of study requires the University to ask questions about an individual's entire criminal record, it will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. The University ensures that all those who are involved in the staff or student recruitment process who receive and make decisions based on Disclosures are suitably trained to identify

and assess the relevance and circumstances of offences. It 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.

9. For staff applicants, the University will ensure, either at interview or in a separate discussion, 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 could lead to withdrawal of an offer of employment.
10. The University undertakes to discuss any matter revealed in a Disclosure with a person seeking a staff position before withdrawing a conditional offer of employment. The procedure in relation to applicants for academic programmes at the University varies from programme to programme, but applicants will be notified in writing about the decision on whether they have been accepted in the light of any matter revealed on their application form or in a Disclosure.
11. Having a criminal record will not necessarily bar an individual from studying or working at the University. This will depend on the nature of the programme or position, and the circumstances and background of the offences.