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# GUIDELINES ON THE RECRUITMENT OF EX-OFFENDERS

## 1. INTRODUCTION

University of Suffolk confirms its commitment to a comprehensive policy of equal opportunities within the organisation. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction. The University of Suffolk is committed to a programme of action to ensure that this policy be fully effective.

University of Suffolk Code of Practice on Equal Opportunities in Employment is available on request. 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.

Our guidelines on the recruitment of ex-offenders are made available to all Disclosure applicants at the outset of the recruitment process.

## 2. THE DISCLOSURE AND BARRING SERVICE

The Disclosure and Barring Service (DBS) has been set up by the Home Office to improve access to DBS checks for employment-related and voluntary appointment purposes. The DBS will provide a service to employers and volunteering groups of all kinds, called Disclosure, to help establish whether a successful candidate has a background that might make him or her unsuitable for the job or volunteering position in question.

As an organisation using the Disclosure and Barring service to assess applicants' suitability for positions of trust, University of Suffolk complies with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed

### **3. DISCLOSURE**

A Disclosure is a document containing information held by the police and government departments. Disclosures will provide details of a persons held on the Police National Computer (PNC). If the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DH)

