

### **Policy Statement on the recruitment of ex-offenders**

The Institute of Health and Social Care is permitted to ask “Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions), to ascertain the suitability of applicants apply to any courses in the Institute of Health and Social Care

[https://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](https://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)

New regulations have been introduced in relation to ‘The Disclosure Barring Service’ (DBS). The regulations mean that certain offences need not be disclosed by applicants. You must however, disclose any convictions or cautions not subject to the filtering rules

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide> The new filtering guidelines applies to certificates issued on or after 28<sup>th</sup> November 2020.

All applicants are required to declare in full any previous convictions, cautions, reprimands, or final warnings. This can also be completed on the UCAS application form.

The Institute of Health and Social Care employs the services of Verfile to obtain information that will enable us to make an informed decision about an applicant’s suitability for admission on to a health care course in the Institute. For more information about the Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

It is important to note that failure to declare any information that may be revealed in a subsequent disclosure and Barring Service (DBS) may result in the withdrawal of the conditional and or unconditional offer that has previously been made.

The Institute’s policy is:

1. We use Verfile to assess applicant’s suitability for positions of trust. The Institute of Health and Social Care complies fully with the DBS Code of Practice and treats all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.
2. The Institute is committed to the fair treatment of students, potential students, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background.
3. There is a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the recruitment stage and is downloadable from the University website.
4. We promote equality of opportunity for all and welcome applicants from a wide range of applicants, including those with criminal records. Except for specific offences outlined under

the Protection of Children Act 1999 and Criminal Justice and Court Services Act 2000 which would exclude and prohibit applicants applying for such positions.

5. The DBS Disclosure forms part of the recruitment process, as such, we encourage all applicants to provide details of their criminal record at an early stage in the application process.

Having a criminal record will not necessarily stop you from studying with us. This will depend on a variety of reasons which you are asked to declare as part of the application process. The focus would be on the level of risk that an applicant would pose to fellow students, staff and the public that you would encounter whilst on campus and on placement. Relevant circumstances surround the offence(s) will be taken into consideration when a decision is made.

We operate a professional virtual panel which considers each case individually and confidentially. The role of this panel is to assess if the disclosure would prevent an applicant from going on placement or obtaining employment on graduation.