



THE UNIVERSITY *of* EDINBURGH

Recruitment of Ex-Offenders Policy Statement

- 1.** The University of Edinburgh complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.
- 2.** This policy is made available to all Disclosure applicants at the outset of the recruitment process via the HR internet.
- 3.** We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, ethnicity, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
- 4.** The University actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
- 5.** We will request a Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Basic or Standard Disclosure or registration of the PVG Scheme for regulated work with children and/or Protected Adults is relevant to the position in question. Where a Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that the University will request the individual being offered the position to undergo an appropriate Disclosure check/PVG registration.

6. Where a Disclosure is to form part of the recruitment process, the University will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. The University requires all applicants to disclose any unspent convictions as part of the University application form on the vacancy website.
7. In line with the Rehabilitation of Offenders Act 1974, the University will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.
8. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We undertake to discuss any matter revealed in a Disclosure Certificate¹ with the subject of that Disclosure before considering withdrawing a conditional offer of employment.
10. We ensure that all those in the University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).
11. We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.
12. Having a criminal record will not necessarily debar you from working with the University of Edinburgh. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a Disclosure Certificate or provided directly to us by a Police force.

13. Review

This Policy/document was originally produced by HR following Staff Committee consideration in January 2010 and updated in October 2013 following the launch of the eRecruitment system and the new vacancy website.

¹ We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by a police force.

There was a minor update in September 2016 to correct weblinks.

14. Alternative Format

If you require this document in an alternative format, please contact UHRS@ed.ac.uk or telephone 0131 650 8127.

15. Related Policies

[Protection of Children and Protected Adults Policy](#)