



Criminal Records Disclosure / Policy on recruitment of Ex-Offenders

The purpose of undertaking a criminal records check is to identify candidates who may be unsuitable to work with children or other vulnerable members of society. In accordance with the requirements of the Criminal Records Bureau, only staff members who work with children or other vulnerable adults will be required to undertake a criminal records disclosure.

1 Requirement for Disclosure

All staff employed in a position of trust that involves working with children or vulnerable adults who are or have been resident in the UK are required to undertake either a Standard or an Enhanced Disclosure with the Criminal Records Bureau. This is to ensure that they have not been barred from or have criminal records that make them unsuitable for working with children or vulnerable adults. This check is called a Disclosure and there are three levels of disclosure - Basic, Standard and Enhanced. Standard Disclosures are primarily for positions that involve working with children or vulnerable adults. Enhanced Disclosures are primarily for positions that involve regularly caring for, training, supervising or being in sole charge of children or vulnerable adults.

The job description/person specification will normally indicate whether a Disclosure will be requested in the event of an applicant being offered a position.

If successful at interview a disclosure application form will be sent with the offer of employment. All offers of employment are subject to the receipt of satisfactory references.

Please note that on guidance from the Criminal Records Bureau, St Mary's cannot accept checks undertaken for another organisation/institution.

2 Use of the disclosure information

The information received by the University from any Disclosure will be confidential. The University abides by the Criminal Records Bureau Code of Practice which is

available at http://www.crb.org.uk/PDF/code_of_practice.pdf or on request from the Human Resources Department.

3 Policy on the offer of employment to ex-offenders

St Mary's University uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions which involve access to young people or vulnerable adults. St Mary's comply fully with the CRB Code of Practice and undertake to treat all applicants fairly and not to discriminate against an applicant on the basis of a conviction or other information revealed. St Mary's University is committed to the fair treatment of its staff regardless of race, gender, religion, sexual orientation, age, physical/mental disability or offending background. St Mary's select candidates for interview based on skills, qualifications and experience.

St Mary's encourage all applicants applying for positions eligible for Disclosure to provide details of his/her criminal record at an early stage in the application process. This information should be declared on your application form. If you have declared a relevant conviction St Mary's request that information concerning the conviction is sent under separate, confidential cover, to the Human Resources Manager - Operations: this information will only be seen by those who need to see it as part of the recruitment process.

The Human Resources representative on the Panel will have been suitably trained to identify and assess the relevance and circumstances of offences and in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar an applicant from working at St Mary's University.

If an applicant declares a conviction this will be explored by the Human Resources Representative outside of the interview process. Consideration will be given as to whether the conviction or other matter revealed is relevant to dealing with children or vulnerable adults; the seriousness of any offence or other matter revealed; the length of time since the offence or other matter occurred; whether the applicant has a pattern of offending behaviour or other relevant matters; whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered.

Failure to reveal information about previous convictions could lead to the withdrawal of an offer of employment. St Mary's undertake to discuss any matter revealed in a Disclosure with the applicant.