



University
of Exeter

Recruitment of Ex-Offenders Policy

1. We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience in relation to the requirements of the post.
2. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability, or offending background.
3. A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position. Where completion of a DBS check or basic disclosure is a condition of an offer of employment, the job advert and/or Further Information document for the vacancy will specify this requirement.
4. As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we aim to comply fully with the [Code of Practice](#) and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.
5. We request DBS checks through First Advantage Screening who act as an Umbrella company for DBS checks for the University.
6. Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record which are not protected by law at an early stage in the application process. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process. Details of which convictions are protected are available from the [DBS website](#).
7. We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview or in a later separate discussion, we ensure 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 applied for could lead to withdrawal of an offer of employment (or dismissal if your employment has commenced).
9. Where you have disclosed to us that you have committed a criminal offence, or where a DBS check or basic disclosure has revealed this, we will conduct an objective assessment of the impact that this should have on your employment. The outcome of this assessment will be discussed with you.
10. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the

position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred. We undertake not to discriminate unfairly against applicants because of convictions, cautions, reprimands or outstanding criminal proceedings.

11. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
12. This policy will be made available to all DBS applicants at the outset of the recruitment process.

Policy Name:	Recruitment of Ex Offenders
Owner:	HR Policy
Approved by:	Safeguarding Group
Date approved:	Updated November 2024 to reflect new University Branding Updated in July 2025 after a review and approval by Safeguarding Group as part of a review of DBS policy and guidance and shared with HR SLT Nov 2025
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