

Policy Statement on the recruitment of ex-offenders.

The Rehabilitation of Offenders Act 1974

City University London is permitted to ask exempt questions under the Exceptions Order to the *Rehabilitation of Offenders Act 1974*, in order to ascertain the suitability of applicants applying to our courses.

Consequently you are required to declare in full any previous **convictions, cautions, reprimands or final warnings**.

Further to the requirement to declare all relevant information it is the policy of City University London to employ the service of the Criminal Records Bureau in order to obtain information that will enable us to make an informed decision about an applicant's suitability for admission.

Please note that failure to declare any information that may be revealed in a subsequent Criminal Records Bureau (CRB) Disclosure could result in the withdrawal of the conditional/unconditional offer of instruction at City University London.

Our policy is:

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicant's suitability for positions of trust, City University London complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- City University London is committed to the fair treatment of its students, potential students or users of its services, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process and is downloadable from the University website.
- 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. 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 the candidate applying for such a position.
- A CRB Disclosure is to form 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. We request that this information is sent under separate, confidential cover, to a designated person within City University London and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

- We ensure that all those in City University London who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. *Rehabilitation of Offenders Act 1974*.
- At an interview we ensure that an open and measured discussion takes place on the subject of any offence(s) or other matter that might be relevant to the position.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional/unconditional offer of study at City University London.

Having a criminal record will not necessarily bar you from studying with us. This will depend on a variety of criteria that you will be asked about in an interview and would focus on the level of risk that you pose to fellow students, members of staff and the public you would come in to contact with whilst on clinical placement. Relevant circumstances surrounding the offence(s) would be taken into consideration and a decision will be taken on these grounds.

City University London operates a strict policy of an absolute decision as regards the outcome of an interview. Consequently there would exist **no right of appeal** on any decision made at a previous offences interview, as failure to meet the admissions criteria does not permit the student the rights afforded to an enrolled student.

An applicant's usual rights of appeal to the CRB regarding the information revealed are not affected.