

UNIVERSITY OF KENT

Criminal Convictions Disclosure: Admissions Policy Statement

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the University of Kent complies fully with the DBS 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.
2. The University of Kent is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. 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. We select all candidates for interview or offer of a place based on their skills, qualifications and experience.
4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the programme of study concerned. For those Programmes where a Disclosure is required, all admissions materials will contain a statement that a Disclosure will be requested in the event of the individual being offered a place.
5. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview 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 the University of Kent and we guarantee that this information is only be seen by those who need to see it as part of the recruitment and admissions process.
6. Unless the nature of the position allows the University of Kent to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the University of Kent who are involved in the student 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. the Rehabilitation of Offenders Act 1974.

8. At interview, or in a 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 sought could lead to withdrawal of an offer to study at the University.

9. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

10. We undertake to discuss any matter revealed in a Disclosure with the person seeking admission before withdrawing a conditional offer of employment.

11. Having a criminal record will not necessarily bar you from studying with us. This will depend on the nature of the position and the circumstances and background of your offences.