

St George's, University of London

DISCLOSURE AND BARRING SERVICE:

POLICY STATEMENT ON THE ADMISSION OF APPLICANTS WITH CRIMINAL RECORDS

Approved by Senate on 25 February 2013

Background

1. As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for programmes of study, St George's, University of London (SGUL) complies fully with the DBS's own Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. Having a criminal record will not necessarily bar applicants from studying at SGUL. This will depend on the nature of the programme and the circumstances and background of the offence(s).
2. SGUL is committed to the fair treatment of its applicants, regardless of race, colour, ethnic origin, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, socio-economic class or offending background. 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 people, including those with criminal records. Please see SGUL's Dignity at Work and Study Policy for further information.
3. This written policy on the admission of applicants with criminal records is made available to all applicants.

Disclosures through the Disclosure and Barring Service

4. SGUL provides a range of undergraduate and postgraduate level programmes. Some of these require students to come into direct contact with the public and adopt positions of trust. To ensure the protection of the public, and uphold public confidence, SGUL must establish that only suitable candidates are permitted to undertake these programmes of study and training. As part of the admissions process, SGUL is allowed to ask questions about applicants' entire criminal records including "spent" sentences, cautions and bind-over orders. For all other programmes, SGUL will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
5. For all courses requiring a DBS Disclosure, recruitment literature will contain a statement that a Disclosure will be required. A Disclosure is normally only requested after an applicant has fulfilled all other conditions of his/her offer.
6. Where a Disclosure required in the application 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 provided under separate, confidential, cover to a designated person within SGUL and we guarantee that this information is only reviewed by those who need to see it as part of the application process.
7. We ensure that all those at SGUL who are involved in the application 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 e.g. the Rehabilitation of Offenders Act 1974.

8. We provide guidance to applicants' who disclose details of a criminal record during the application process. We ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the programme of study.
9. Failure on the part of applicants' to reveal information that is directly relevant to the programme of study could lead to withdrawal of an offer of admission.
10. We make every subject of a DBS Disclosure aware of the existence of the DBS's own Code of Practice and make a copy available on request.

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