

## POLICY ON THE STUDENT RECRUITMENT OF EX-OFFENDERS AT STRANMILLIS UNIVERSITY COLLEGE

### Policy Statement

1. Stranmillis University College complies fully with the Service Level Agreement, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.
2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.
3. Stranmillis University College are committed to equality of opportunity to following practices, and to providing a service, which is free from unfair and unlawful discrimination. We ensure that no applicant is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition, which cannot be shown to be relevant to performance.
4. Stranmillis University College actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates will be based on those who meet the required qualifications and experience as outlined in the College's entry requirements.
5. We will request an AccessNI Disclosure only where this is considered proportionate and **relevant** to the particular student place. Where an AccessNI Disclosure is deemed necessary for a student place, all applicants will be made aware at the initial recruitment stage that the student place will be subject to a Disclosure and that Stranmillis University College will request the individual being offered the student place to undergo an appropriate AccessNI Disclosure check
6. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for being a student at the College. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a place at the College.
8. Stranmillis University College may consider discussing any matter revealed in a Disclosure Certificate.
9. We ensure that all those in Stranmillis University College who are involved in the student recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders.
10. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM TAKING UP A STUDENT PLACE AT STRANMILLIS UNIVERSITY COLLEGE. THIS WILL DEPEND UPON THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.**