

## **Policy on the Use of Disclosure and Barring Service Checks and Employing People with a Criminal Conviction**

The University is committed to safeguarding its students and other young and vulnerable people in its care. This commitment extends to checking on the criminal convictions of employees and job applicants. It is the policy of the University to carry out statutory checks on job applicants and current employees whose roles involve regulated activity. Furthermore, suitable and sufficient assessments of risk will be completed for job applicants and current employees with an offending background.

### **Section A – Use of Disclosure and Barring Service Checks**

#### **1. Introduction**

The Disclosure and Barring Service is an executive agency of the Home Office established in December 2012, through a merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). Its purpose is to prevent unsuitable people from working with vulnerable groups including children, and to support organisations in England and Wales in making safer recruitment decisions.

A disclosure is an impartial and confidential document that details an individual's criminal history, including cautions, convictions, warnings and other relevant police information and, where jobs include 'regulated activity', confirms whether or not the individual is barred from working with vulnerable groups including children.

The Protections of Freedoms Act 2012 describes occupations that are known as the exceptions to the Rehabilitation of Offenders Act 1974. These are roles for which vetting at recruitment stage may include a check of criminal activity.

The Safeguarding and Vulnerable Groups Act 2006 defines certain activities as 'regulated' (jobs where the work relates specifically to vulnerable groups including children). Recruitment into these roles must include a full disclosure check including a check of lists held by the DBS of individuals barred from this type of work.

#### **2. Definitions**

Definition of a 'child' - A child is a person aged under 18 years of age (under 16 if the child is employed).

Definition of an 'adult' - An adult is any person who is 18 years old or over.

#### **3. Regulated Activity**

If activities fall within the regulated activities as defined below then an enhanced DBS check can be requested and the barred list for working with adults or children should also be checked.

##### **a. Regulated activity relating to children comprises:**

- i. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.
- ii. Work for a limited range of establishments ('specified places'), with opportunity for contact, for example: schools, children's homes, childcare premises (but not work by supervised volunteers).

Work under (1) or (2) is Regulated Activity only if done regularly. Regular means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight).

- iii. Relevant person care, for example washing or dressing; or health care by or unsupervised by a professional, even if done once.

- iv. Registered child minding; and foster-carers.

**b. Regulated activity relating to adults:**

Activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time e.g. health care or social work. The focus is on the activities required by the adult and not on the setting in which the activity is received, nor the personal characteristics or circumstances of the adult receiving the activities. There is no requirement for a person to do the activities a number of times before they are engaging in regulated activity.

#### **4. Levels of Checks**

There are 3 levels of checks utilised at Harper Adams:

**a. Standard Check**

To be eligible for a standard level check the position must be included in the Rehabilitation of Offenders Act 1974 Exceptions Order 1975. A standard check is available for certain specified occupations, licences and entry into certain specified professions.

A standard check contains details of all spent and unspent convictions, cautions, reprimands and final warnings held on the Police National Computer.

**b. Enhanced Check**

To be eligible for an enhanced level check the position must be included in the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 and in the Police Act Regulations. An enhanced check is available for those carrying out certain activities or working with children or adults, applicants for gaming and lottery licences and judicial appointments.

An enhanced check contains the same details as a standard check but with the addition of a check of information held by local police.

**c. Enhanced Check with Barred Lists**

The enhanced check with barred lists is available for those working in regulated activity with children and/or adults.

An enhanced check for regulated activity contains the same details as a normal enhanced check but with the addition of a check of the Children's and/or Adult's barred lists.

Please note that to request a check of the Children's and/or Adult's barred lists the post must meet the definition (post 10<sup>th</sup> September 2012) of regulated activity.

#### **5. Responsibilities**

**a. Human Resources**

Human Resources will be responsible for obtaining DBS disclosures for staff and student wardens. In the main this will be incorporated into the recruitment and selection process for those positions for which a check is required. If a DBS check is required candidates are given guidance on completing the on-line application form and what documentation needs to be provided.

There will be occasions when existing staff will be required to apply for a check – for instance when they progress or move between positions; are allocated new duties, or undertake research involving contact with children or vulnerable adults.

Human Resources will only keep a record of the following:

- Date of the check
- Name of the applicant

- Position applied for
- Disclosure / certificate number
- If something is disclosed (satisfactory or unacceptable)

#### **b. Employees**

All employees in regulated activity must inform their Line Manager of any criminal convictions they receive while they are in employment.

All employees have a responsibility to attend meetings to discuss any disclosure matters when required to do so.

#### **c. Line Managers**

Line Managers have direct responsibility for monitoring the actions of their staff to safeguard and promote the welfare of children and adults.

To ensure that if a member of staff in regulated activity reports a criminal conviction or any change in circumstances which may require a DBS check, that this is reported immediately to Human Resources.

#### **d. Recruiting Managers**

Recruiting managers should ensure that the relevant DBS checks are applied for after an offer of employment is made.

Managers should raise any concerns to Human Resources regarding any convictions that come to light as part of the recruitment process.

Human Resources will work with and advise recruiting managers to identify at the point of advertisement, those posts involving a regulated activity and which require DBS check. (Please see Appendix 1 and 2 for further guidance).

Managers should ensure that where a DBS check will be required this is clearly stated in the advertisement for the role. Further advice is included in Section B.

### **6. Re-checking**

The University does not routinely require staff and volunteers to be re-checked by the DBS. However individuals subject to DBS check are required to notify Human Resources of convictions/convictions/warnings received during their employment with the University.

### **7. Applicants with a Substantial Record of Overseas Residence**

Individuals who fall into this category will include nationals of other countries, and UK nationals who have had significant periods of residence overseas.

Where an individual from overseas is offered a post that requires DBS clearance the University will contact the embassy or High Commission of the country in question for information on how to obtain criminal records information. This will normally involve the individual obtaining a certificate of good conduct from the country they were resident in. It is not normally possible for the prospective employer to access this information.

Where an applicant has been resident in the UK for at least two months a disclosure should be sought in addition to confirmation of their criminal record overseas, although it is recognised that the disclosure is likely to be of limited value where the period of UK residence has been short.

### **8. Agency Workers and Contractors**

The agency/organisation providing the contractor is legally the employer of any agency workers and the responsibility to obtain a relevant DBS check or an Enhanced check for Regulated Activity is

theirs. This check can then be used within any organisation that the agency provides workers to work within.

When using an agency worker, the Human Resources Department will ask to see written confirmation from the agency, to ensure that each worker supplied to them (who require a DBS check as part of their role) has had a satisfactory DBS check and checks against the Children's and/or Adult's barred list.

The organisation providing the contractor is legally the employer of any contractors and the responsibility to obtain a relevant DBS check or Enhanced check for Regulated Activity is theirs. This check can then be used within any organisation that contractors are provided to.

## 9. Volunteers

A volunteer is described as a person who performs an activity which involves spending time unpaid (except for travelling and approved out of pocket expenses) doing something which aims to benefit someone (individuals or groups) other than, or in addition to, close relatives.

Volunteers who assist on a regular basis in a role which meets the parameters for requiring a DBS check are required to undertake a DBS check, and if the role is also classed as Regulated Activity (post 10th September 2012) they will be eligible for an Enhanced check for Regulated Activity.

The disclosure is provided free but there is an internal administrative charge via Telford and Wrekin Council. Some people can be referred to as volunteers but do not actually meet the DBS' criteria to get a free disclosure check. To qualify for a free of charge disclosure, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- receive any payment (except for travel and other approved out of pocket expenses);
- be on a placement/work experience;
- be on a course that requires them to do this job role; and/or
- be in a trainee position that will lead to a full-time role post qualification.

Volunteer roles should be properly described under 'role of applicant' on the DBS disclosure form e.g. "volunteer classroom helper".

## 10. Portability of Disclosure

DBS checks carried out after 1 March 2013 are portable between organisations, subject to the applicant subscribing to the DBS update service.

If an applicant has subscribed to the update service the results of their DBS check will be available online to enable employers to confirm that no new information has been added since the check was originally made. This means that an employee will not have to obtain a new check each time they start a new job within the same or new organisation.

A DBS check has no official expiry date. Any information revealed on a certificate will be that held by police at the time the check was issued. DBS checks are an important part of a rigorous recruitment process but are only accurate up to the date of the check.

## 11. Confidentiality

### a. General Principles

Information provided on any disclosure is both sensitive and confidential. It is therefore essential that anyone who is party to that information should handle it as such. The University adheres to the DBS Code of Practice and the University also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, usage, storage, retention and disposal of disclosure information.

**b. Storage and Access**

The University treats certificate information as sensitive personal data under the terms of the Data Protection Act. Consequently, certificate information is never kept on an applicant's personal file. This information is always kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**c. Handling**

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**d. Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

**e. Retention**

Once a recruitment decision (or other relevant) decision has been made, the University does not keep certificate information for any longer than is necessary. This is generally for a period of six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, the University will consult the DBS about this individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

**f. Disposal**

Once the retention period has elapsed, the University will ensure that any DBS certificate information is destroyed by secure means, e.g. by shredding. While awaiting destruction certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). The University will not keep any photocopy or other image of the certificate or any copy or representation of the contents of the certificate. However, the University may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the volunteering opportunity/position for which the disclosure was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

**12. Referral**

If the University dismisses or removes a person from regulated activity because they have harmed or posed a risk of harm to a child or vulnerable child, then the University has a legal duty to refer a person to the DBS.

**13. Home Office Documents**

The Revised Code of Practice for the Disclosure and Barring Service can be obtained by following the link below:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/143662/cop.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143662/cop.pdf)

## **Section B – Employing People with a Criminal Conviction**

### **1. Introduction**

The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs.

The Act enables ex-offenders to 'wipe the slate clean' of their criminal record, except for the most serious offences, after a specified time (i.e. the conviction becomes 'spent'). The Act defines time periods after which different types of convictions become spent. It also makes it illegal for employers to discriminate against an ex-offender on the grounds of a spent conviction.

The purpose of this section of the policy is to ensure that Harper Adams University complies fully with the provisions of the Rehabilitation of Offenders Act and follows best practice.

For all vacancies the University advertises, the application process includes declaring any 'unspent' criminal convictions as defined in the Rehabilitation of Offenders Act 1974. However, where the post involves regulated activity or otherwise requires a criminal records check, the University is entitled to make enquiries about the applicant's entire criminal record and will seek a disclosure through the Disclosure and Barring Service ("DBS") to do this. Please see above. Any role that involves regulated activity will also require a check of the DBS Barred Lists (which lists people barred from working within regulated activity). It is a criminal offence for the University to knowingly employ a barred individual to undertake regulated activity. Guidance on the DBS disclosure process is outlined in Section A of this policy.

Having a criminal record does not necessarily preclude an individual from working at Harper Adams University. This will depend on the nature of the job, the outcome of any DBS disclosure and/or check of the DBS Barred Lists, and/or the circumstances and background of the offences. The University encourages self-disclosure by applicants.

For the majority of University posts DBS disclosure will not be required and applicants are only required to declare unspent criminal convictions. The procedure for considering any declared unspent convictions is outlined below.

The provisions of this policy apply irrespective of how the University becomes aware of an applicant's criminal convictions, and therefore includes self-disclosure by the applicant, DBS disclosure and checks of the DBS Barred Lists.

### **2. Advertising a Role that Requires a DBS Check**

At the outset the recruiting manager should determine whether it is appropriate, in the light of the nature of the vacancy that is to be advertised and the risk assessment criteria for the job, to request criminal record information and if so what level of disclosure is required. Appendix 1 and Appendix 2 can be utilised to help with this assessment. If a disclosure is required this should clearly be indicated on the recruitment request.

If the recruiting manager decides that disclosure is relevant, the applicants will be informed at the start of the process that they are required to declare all convictions and the advertisement for the role will make it clear that, if they are successful, a disclosure will be required. This will help the applicant to decide whether to apply for the job. If a recruiting manager has any doubt as to whether the post requires a disclosure, advice should be sought from the HR Department.

The following statement will be included in the advertisement:

"This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment will be conditional upon the receipt of a satisfactory response to a check of criminal records via the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions".

When the best candidate for the post has been identified, the verbal and written offer of appointment will be made subject to a satisfactory DBS disclosure report and check of the DBS Barred Lists.

### 3. Declaration of Criminal Record and the Selection Process

The University's job application form requires applicants for all posts to provide details of any unspent criminal convictions. With regard to posts that do not require a criminal records check, this information is sent directly to the HR Department and is not forwarded directly to the recruiting department. Where an unspent conviction is declared, an email will be sent to the recruiting manager confirming that they should contact the HR Department if the applicant is shortlisted for interview. No information on the nature of the unspent conviction will be provided at this stage.

The first step in any selection process is to make any assessment of an applicant's relevant skills, experience, qualifications and ability to do the job on the basis of their application, the job description and the selection criteria. The fact that an applicant has declared an unspent conviction is not usually for consideration at this stage. If the declared unspent conviction is of direct relevance to the role and the recruiting manager feels that an appointment would carry substantial risk, on an exceptional basis an exploration of the conviction may take place prior to the selection process. Please contact a member of the HR team if this is the case.

Following the selection process, if a decision is taken that the candidate who has declared an unspent criminal conviction is the preferred candidate, the conviction and its relevance to the specific role should be explored and discussed in further detail. This process will take place prior to an offer of employment being made.

### 4. Making an Application for a DBS Disclosure

Applications for a disclosure can only be made by DBS registered bodies. Telford and Wrekin Council are our local registered body. They (Telford and Wrekin Council) operate as an umbrella body acting on behalf of the DBS to process criminal record applications. A designated DBS countersignatory must authorise the disclosure application.

The selected candidate will be sent a link to the electronic DBS disclosure application form by Human Resources with the formal offer of appointment. The disclosure form should be completed online. Following completion the associated ID documentation must be verified in person. This can be done by the individual making an appointment and bringing the documents into Human Resources to be checked. The evidence checker will check the form is fully completed, confirm which type of disclosure is required (i.e. enhanced with a DBS lists check if the role involves Regulated Activity), and forward to Telford and Wrekin Council. Upon receipt, Telford and Wrekin Council will countersign and forward to the DBS.

The DBS will then process the application and return a disclosure report to the individual. Human Resources will be informed electronically by the registered umbrella body once this is completed to ensure that the candidate is able to carry out the role.

The DBS charge a fee for producing a disclosure report, which is paid for by the University from a central budget held by Human Resources.

The disclosure report provides information on spent and unspent convictions, plus any cautions, reprimands and final warnings; as well as confirmation as to whether the individual is barred from working in Regulated Activity.

Wherever possible the DBS disclosure should be obtained prior to the individual commencing employment, but sometimes this may not be possible. In such cases, if it is not feasible to delay the start date, the individual can commence employment but only on a supervised basis for those aspects of the job involving contact with children or adults in a vulnerable situation until such time as a satisfactory disclosure report is received. Consideration should also be given to restricting access to sensitive data, both written and electronic, until such times as the satisfactory disclosure report is received.

Transgender applicants can contact the government's [DBS sensitive applications team](#) to confirm how to proceed if they don't want to reveal details of their previous identity to a potential employer.

## 5. Exploring a Conviction and its Relevance

The HR Department will make an initial assessment of the content of the disclosure report. If the report provides no evidence of convictions or any other related information, the individual will be sent a letter confirming their appointment.

If the report confirms a conviction or any other related information, the HR Department will make an initial assessment of whether the information provided has any potential relevance to the post. If there is clearly no potential relevance, the individual will be sent a letter confirming their appointment.

If the report confirms a potentially relevant conviction, or any other potentially relevant information, further exploration will be required following the process outlined below.

All discussions relating to declarations of unspent convictions will usually take place after the selection process has been completed and will involve the chair of the selection panel and the Human Resources Department. As part of the decision-making process they will normally meet with the individual; the aim of this meeting will be to obtain further information and to achieve a structured, well-managed, open and honest discussion between the three parties.

Any convictions which are for a road traffic offence for which the individual received a fixed penalty fine with a maximum of three penalty points should be disregarded, unless driving is a core activity of the post.

The suitability for employment of a person with a criminal record will clearly vary, depending upon the nature of the job and the details and circumstances of any convictions. The decision should be made on the basis of a risk assessment to enable the applicant's criminal record and circumstances to be assessed in relation to the tasks he or she will be required to perform and the circumstances in which the work is to be carried out. Appendix 4 can be utilised to help with this risk assessment.

The following job-related factors should be taken into account:

- Does the post involve direct contact with students or the public?
- What level of supervision will the post-holder receive?
- What level of trust is involved? Will the nature of the job present any opportunities for the post-holder to re-offend in the place of work?
- Does the post involve any direct responsibility for finance or items of value?
- Does the post involve any contact with children or other vulnerable groups of employees, research subjects, etc?

The assessment is also likely to include consideration of the following factors relating to the individual's offence(s):

- The seriousness of the offence(s) and relevance to the safety of other employees, students, research subjects, the public etc;
- The length of time since the offence(s) occurred;
- Relevant information offered by the applicant about the circumstances that led to the offence(s) being committed, for example the influence of domestic or financial difficulties;
- The degree of remorse, or otherwise, expressed by the applicant, and their motivation to change;
- Whether the offence was a one-off, or part of a history of offending;
- Whether the applicant's circumstances have changed since the offence(s) was committed, making re-offending less likely;
- Whether the offence has since been decriminalised.

Having considered carefully and thoroughly all these matters, and obtained any further information from relevant bodies, a decision can then be taken as to whether the individual should be appointed. If the decision is not to appoint, a letter will be sent to the individual confirming the reasons for this decision.

The above process will also be followed in the event of an unspent criminal conviction coming to light after the formal offer of employment has been made or during employment. In such cases the University would reserve the right to withdraw the offer of appointment where appropriate or terminate employment in line with the University's Disciplinary Procedure

**Risk Assessment for post to be subject to a Disclosure and Barring Check**

**Appendix 1**

Human Resources works with and advises recruiting managers to identify prior to the point of appointment those posts involving a regulated activity and which require DBS disclosure.

A risk assessment to identify whether an individual does require a DBS disclosure can be found below:

<b>Post:</b>	
<b>Department:</b>	
<b>Brief overview of role:</b>	

Question No	Criteria	Yes	No
1	Does the post include activity in one of those areas already identified in Appendix 2 of this policy?		
2	Does the above post come into contact with children as part of the duties of the job (either within the University or in another setting)?		
3	If yes to Q2, is this contact on a regular basis (regular is defined as a minimum of once a week or at least four days in a 30 day period).		
4	Would the contact be on an unsupervised, one to one basis?		
5	Does the above post come into contact with adults who may be vulnerable as part of the duties of the job?		
6	Is there any other substantive reason this post should be subject to a DBS check?		
7	If yes to Q6, please use the space below to justify a DBS check for this post:		

	Yes	No
Post to be subject to a DBS check?		

<b>Line Manager Signature</b>	<b>HR Signature</b>

## DBS Checks for Staff

## Appendix 2

There are certain posts at the University which will require satisfactory vetting and barring clearance. Some examples of these posts are:

<b>All Lecturing Staff</b>
<b>Marketing &amp; Communications</b> where there is contact with children and/or vulnerable adults.
<b>Student Ambassadors, Mentors and Tutors</b> and students working in any type of outreach activities.
<b>Student Services Department:</b> Staff working on an individual basis primarily with students who might fall within the definition of regulated activity for adults or children e.g. counsellors, student support workers, staff in the wellbeing area.
<b>IT Service Desk Staff</b> also other areas of the IT department dependent upon the work they are involved with.
<b>Chaplaincy:</b> An enhanced disclosure will be obtained for chaplains working at the University
<b>Learner Support and the International Office:</b> those staff working primarily on an individual basis
<b>Student Residences:</b> Student wardens are required to have an enhanced disclosure. Also those Domestic Service staff directly involved with cleaning residences where students under 18 are specifically located.
<b>University Designated Safeguarding Officers</b>
<ul style="list-style-type: none"> <li>• Staff supervising University employees who are under 18 or students under 18 who are on University courses</li> <li>• Staff supervising work placements for under 18s</li> <li>• Staff involved with summer schools, visits from schools, other similar events at the University</li> </ul>

Please note: as this is not an exhaustive list there may be other posts not mentioned above that exist, or may arise, within the University that following assessment, may require a DBS disclosure.

**Policy Statement on the Recruitment of Ex-Offenders****Appendix 3**

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Harper Adams University complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Harper Adams University 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.

This policy statement is made available to all DBS applicants at the outset of the recruitment process.

The University 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. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment documentation will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check 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 guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Harper Adams University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The University ensures that all of the individuals 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.

At interview, or in a separate discussion, the University ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position sought. This could lead to withdrawal of an offer of employment.

Harper Adams University makes every subject of a DBS check aware of the existence of the Code of Practice and makes a copy available on request.

The University undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Details of the secure storage, handling, use, retention and disposal of disclosures and disclosure information is included in Section A of this policy.

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

**Risk Assessment DBS Certificate/Disclosure on Application or Interview**

**Appendix 4**

To be completed if a disclosure is made on application, during interview or if the DBS Certificate has a criminal record disclosure.

If a disclosure contains information relating to a conviction, caution, warning or reprimand, it will be considered by a HR representative along with the line manager (where necessary).

**Name on DBS Certificate:**

**Certificate No:**

**Post Applied For:**

**Date of issue:**

	Yes	No	Comments/Actions/Explanation
Has the applicant disclosed their offences on the application form/to a member of HR or during interview?			
What was the outcome of the discussion with the applicant about their criminal background? What were the circumstances surrounding the offence and the explanation(s) offered?			
Was the applicant a juvenile at the time of any offence(s)?			
What is the length of time since the offence or other matter occurred?			
Does the disclosure show a pattern of offending behaviour or other relevant matters?			
Does the disclosure show recent offences or a recent change in behaviour? How long ago was that?			
Is the conviction detailed relevant to the position in question?			
Does the nature of the job present any opportunities for the post holder to reoffend in the place of work?			

**Outcome of Assessment**

<b>I am</b> satisfied that based on the above, the criminal background of this person should not prevent them taking up the position	
<b>I am not</b> satisfied that based on the above, the criminal background of this person makes them suitable to take up the position	

**HR Representative Name:**

**HR Signature:**

**Date:**