

## **Policy Statement: Ex-Offenders**

LSE actively promotes equality of opportunity for all and actively welcomes applications from a wide range of applicants, including those with criminal records.

LSE uses the Disclosure and Barring Service (DBS) to help assess the suitability of applicants when recruiting to positions that are likely to involve working with children or vulnerable adults, or other positions of trust. Therefore, LSE complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. LSE also undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or any information revealed.

All applicants who apply for positions requiring a DBS check will be made aware of the Code of Practice during the recruitment process and will be provided with a copy on request. This policy will be made available to all Disclosure applicants at the outset of the recruitment process through LSE's website.

All applicants will be asked to declare any unspent criminal convictions when applying for a position at LSE. This information will only be viewed by appropriate staff within the HR Division and will not be automatically passed on to hiring managers. Unless the nature of the position allows LSE to ask questions about an individual's entire criminal record, LSE will only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. Failure to declare any unspent convictions may lead to an offer of employment being withdrawn.

LSE will ensure that every recruitment decision related to DBS checks or other safeguarding concerns will be overseen by an individual who has been suitably trained to identify and assess the relevance and circumstances of any offences disclosed. LSE will also ensure that appropriate guidance and training has been provided in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, LSE will ensure that an open and measured discussion takes place on the subject of any offences or other information revealed that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought may lead to an offer of employment being withdrawn.

LSE undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar an individual from working with LSE, depending upon the nature of the position sought as well as the circumstances of the revealed offence.