THE PROTECTION OF CHILDREN, YOUNG PERSONS AND VULNERABLE PERSONS

Dear Applicant

Thank you for choosing to study at Cardiff Metropolitan University. You will appreciate that all public services charged with responsibility for the welfare of children and young or vulnerable people, need to be particularly careful about the character and background of its personnel whose work will bring them into contact with children and young or vulnerable people. If the placement you undertake as part of your programme brings you into contact with children and young or vulnerable people, as part of the admissions process of your programme you must complete our self declaration form found overleaf to inform us of criminal convictions, bind-over orders, cautions or warnings.

We ask you to reveal any criminal convictions, bind-over orders, cautions or warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The University reserves the right to take into account all information contained in this form in determining the suitability of an applicant and where something is disclosed that has not been considered by the University previously, it may be taken into account when determining whether to allow a student to start or continue with a programme of study. You should note that satisfactory completion and return of this form is a condition of entry to your course. If a conviction is indicated, please provide in a sealed envelope a letter detailing/explaining the content and circumstances of the conviction/caution in order to assist with the processing of your application.

This procedure is a necessary condition that needs to be fulfilled as a duty of care to university staff, students and visitors, and in order to safeguard the protection of children and young or vulnerable people. **Please note this form will need to be completed prior to you commencing the programme. It is essential for your placement and failure to comply with this may jeopardise your place on the programme.**

Once completed, this document should be returned to **Admissions, Cardiff Metropolitan University, Western Avenue, Cardiff CF5 2YB.**

Please turn over to complete the form.

Yours sincerely

Lisa Bowen
Head of Admissions & Enrolment
Communications, Marketing & Student Recruitment
02920 416014

THE PROTECTION OF CHILDREN, YOUNG PERSONS AND VUNERABLE PERSONS

Please complete in BLOCK CAPITALS and sign

Mr/Mrs/Ms/Miss/Dr ………………………………………………………………………………..(Full Name)

Present Address	Previous Address
…………………………………………………	……………………………………………………….…
…………………………………………………	…………………………………………………………..
…………………………………………………	………………………………………………………….
Previous or other names	Course at Cardiff Metropolitan University
…………………………………………………	…………………………………………………………
Date of Birth ……………………………………..	Year of Commencement
Place of Birth ……………………………………	……………………………..…………………………….

Declaration

Before making your declaration, please note that all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded. Any deception concerning convictions, etc will result in a withdrawal of approval.

Please answer with either ‘**YES’** or ‘**NO’**.

Have you ever been convicted of a criminal offence?

…….

Have you ever been cautioned for a criminal offence?

……

If you have answered ‘yes’ to either of the above you might wish to write a brief statement in support of your application and place this in a sealed envelope (marked confidential) for the attention of the DBS/Safeguarding Panel.

AMDDIFFYN PLANT, POBL IFANC A PHOBL FREGUS

Annwyl Ymgeisydd

Diolch i chi am ddewis astudio ym Mhrifysgol Metropolitan Caerdydd. Byddwch yn deall bod angen i'r holl wasanaethau cyhoeddus sydd â'r cyfrifoldeb dros les plant a phobl ifanc neu bobl fregus, fod yn arbennig o ofalus ynglŷn â chymeriad a chefndir eu personél y bydd eu gwaith yn dod â nhw i gysylltiad â phlant a phobl ifanc neu bobl fregus. Os bydd y lleoliad y byddwch yn ymgymryd â fe yn rhan o'ch rhaglen yn dod â chi i gysylltiad â phlant a phobl ifanc neu bobl fregus yn rhan o'r broses dderbyn i'ch rhaglen, bydd rhaid i chi gwblhau ein ffurflen hunan-ddatganiad a welir dros y ddalen i roi gwybod i ni ynglŷn ag unrhyw euogfarnau troseddol, gorchmynion rhwymo neu rybuddion.

Gofynnwn i chi ddatgelu unrhyw euogfarnau troseddol, gorchmynion rhwymo neu rybuddion sydd heb eu "gwarchod" yn ôl diffiniad Gorchymyn 1975 (Eithriadau) Deddf Adsefydlu Troseddwyr 1974 (fel y'i diwygiwyd yn 2013). Mae'r Brifysgol yn cadw'r hawl i ystyried unrhyw wybodaeth a fydd wedi'i chynnwys yn y ffurflen hon wrth bennu pa mor addas yw ymgeisydd ac, os caiff rhywbeth ei ddatgelu a fydd heb ei ystyried gan y Brifysgol yn flaenorol, gellir ei ystyried wrth bennu a ddylid caniatáu i fyfyriwr ddechrau neu barhau â rhaglen astudio. Dylech nodi bod cwblhau'r ffurflen hon yn foddhaol a'i dychwelyd yn amod mynediad i'ch cwrs. Os dangosir euogfarn, a wnewch chi roi llythyr mewn amlen wedi'i selio yn rhoi manylion/esbonio cynnwys ac amgylchiadau'r euogfarn/rhybudd er mwyn cynorthwyo â gwaith prosesu eich cais..

Mae'r weithdrefn hon yn amod angenrheidiol y bydd angen ei gyflawni yn ddyletswydd gofal dros staff, myfyrwyr ac ymwelwyr y brifysgol, ac er mwyn diogelu amddiffyn plant a phobl ifanc neu bobl fregus. **Noder y bydd angen cwblhau'r ffurflen hon cyn i chi ddechrau'r rhaglen. Mae'n hanfodol i'ch lleoliad a gallai methu cydymffurfio â hyn beryglu eich lle ar y rhaglen.**

Dylai'r ddogfen hon, wedi'i chwblhau, gael ei dychwelyd i: **Derbyniadau, Prifysgol Metropolitan Caerdydd, Rhodfa'r Gorllewin, Caerdydd CF5 2YB.**

Trowch drosodd i gwblhau'r

ffurflen.

Yn ddiffuant

Lisa Bowen
Pennaeth Derbyniadau ac Ymrestru
Cyfathrebu, Marchnata a Recriwtio Myfyrwyr
029 2041 6014

AMDDIFFYN PLANT, POBL IFANC A PHOBL FREGUS

Cwblhewch y ffurflen mewn PRIF LYTHRENNAU a'I llofnodi

Mr/Mrs/Ms/Miss/Dr ……………………………………………………………………………………..(Enw Llawn)

Cyfeiriad Presennol	Cyfeiriad Blaenorol
……………………………………………………	…………………………………………………………..…
……………………………………………………	…………………………………………………………..
……………………………………………………	………………………………………………………….
Enw blaenorol neu enwau eraill	Cwrs ym Mhrifysgol Metropolitan Caerdydd
……………………………………………………	……………………………………………………………
Dyddiad Geni …………………………………..	Blwyddyn dechrau
Man Geni ……………………………………	………………………..…………………………….

Datganiad

Cyn gwneud eich datganiad, nodwch y bydd pob rhybudd ac euogfarn am droseddau treisiol a rhywiol difrifol penodol a throseddau penodol eraill a fydd yn berthnasol ar gyfer swyddi a fydd yn ymwneud ag amddiffyn plant ac oedolion bregus, yn gorfod cael eu datgelu. Yn ogystal, bydd rhaid datgelu pob euogfarn lle y bu rhaid treulio cyfnod yn y ddalfa, p'un ai y cafodd hwnnw ei ohirio neu beidio, yn yr un modd ag y bydd pob euogfarn lle y cofnodwyd mwy nag un euogfarn yn erbyn enw unigolyn. Bydd unrhyw dwyll o ran euogfarnau ac ati yn golygu y caiff cymeradwyaeth ei thynnu nôl.

Atebwch '**YDW'** neu '**NAC YDW'** i'r cwestiynau canlynol:

Ydych chi wedi eich cael yn euog o drosedd erioed?

……………………………………………………………………………………………………….

Ydych chi wedi derbyn rhybudd am drosedd erioed?

……………………………………………………………………………………………………….

Os ydych wedi ateb 'ydw' i unrhyw un o'r uchod, efallai y byddwch am ysgrifennu datganiad byr i gefnogi eich cais a'i roi mewn amlen wedi'i selio (a'i nodi'n gyfrinachol) i sylw'r Panel Diogelu/Gwasanaeth Datgelu a Gwahardd.