

## **Policy on Disclosing Criminal Convictions For Continuing Students**

Students enrolling at the University are asked to disclose any convictions that might affect their studies at the University. It is important that students inform the University of any offences that are committed during their studies that may result in criminal charges being brought against them. Disclosure is very important due to the University's duty of care to all students, and in particular for programmes that bring students into contact with children and/or vulnerable adults.

- If a conviction is disclosed during the enrolment process, the student is contacted in order to obtain as much information as possible on the nature of the offence concerned. This will entail completion of the Student Criminal Conviction(s) Declaration – Proforma, including any references where applicable. The declaration asks the student for their consent to share the information where required, and they are asked to complete and return the proforma within 14 working days of its receipt.
- If information is provided, this will be reviewed by the Director of Registry and a criminal conviction panel, and will involve a risk assessment being undertaken. If deemed necessary, a meeting will be arranged with the student to obtain any additional information.
- When undertaking a risk assessment, the seriousness of the offence will be considered, along with any other relevant information offered by the applicant about the circumstances which led to the offence and whether the offence would debar them from employment opportunities associated with the programme. The length of time since the offence will be considered as well as whether or not a re-offence has occurred.
- If information is not provided the University will undertake a risk assessment on any information that has been obtained from external sources. This risk assessment may involve the student needing to undertake a new DBS Disclosure before a decision can be made.
- Written confirmation is sent to the student in relation to whether or not they can continue with their studies at the University. The process should take no longer than 14 working days from receipt of the proforma, however, the student will be notified if extra time is required.
- If an applicant is not satisfied with the decision made by the panel, they will be advised to follow the University's Complaint's Policy and Procedure to appeal the decision.