

Policy on Unspent Criminal Convictions For Non DBS Programmes

Applicants for University programmes of study which do not bring them into contact with children and/or vulnerable adults are asked to inform the University if they are bound by restrictions, or have probation requirements to fulfil, following a conviction.

- Applicants are contacted after they have been offered a place at the Institution and are asked to complete the Applicant Criminal Conviction(s) Declaration – Proforma if they have a restriction or probation requirement to fulfil.
- If a relevant restriction is indicated, applicants may be contacted in order to obtain as much information as possible on the nature of the offence concerned, including any references where applicable. The declaration asks the applicant for their consent to share the information where required, and they are asked to complete and return the proforma to the Head of Admissions within 14 working days of its receipt.
- The information will be initially reviewed by the Head of Admissions, in conjunction with a criminal convictions panel. If deemed necessary, a meeting will be arranged with the applicant to obtain any additional information.
- Applicants who are serving prison sentences at the time of the application will be required to submit their application and proforma via the prison authorities. The applicant may be asked to provide references from his/her Probation Officer and/or Prison authorities. They will be expected to indicate the suitability of the applicant to undertake a programme of study, and whether the applicant would be available to commence a programme if an offer were made and accepted.
- 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.
- Written confirmation is sent to applicants in relation to the decision made within 14 days after all information is received. Should the process take longer than 14 days, the applicant will be notified of the extra time required.
- If the decision made is not to allow the application to the institution progress, the reasons for this will be explained and the application will subsequently be withdrawn.
- If an applicant is not satisfied with the decision made by the panel, they will be advised to follow the University's Complaints policy and procedure to appeal the decision.