

**THE PROTECTION OF CHILDREN, YOUNG PERSONS
AND VULNERABLE PERSONS**

Dear Applicant

Thank you for choosing to study at Cardiff Metropolitan University. This form is an essential declaration of criminal convictions, bind-over orders, cautions or warnings:

You will appreciate that, all public services charged with responsibility for the welfare of children, young or vulnerable people, needs 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.

As part of the admissions process for your programme **you must complete our self declaration form** found overleaf. In addition to completing this form you will also need to complete a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). Cardiff Metropolitan University complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure information. For further information please refer to the Policies section of www.cardiffmet.ac.uk/dbs.

Please note, if you are a part-time applicant being sponsored by the place of work in which you will carry out your placement (excluding PgDip Practitioner Forensic Psychology), you will not need to complete the Enhanced Disclosure from the DBS.

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 the Enhanced DBS results in determining the suitability of an applicant and where something is disclosed on the Enhanced DBS 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.

Information on criminal record checks can be obtained from the DBS website at www.gov.uk/dbs. In order that this check is as recent as possible, please initiate the check from April of the year of entry (for September start dates) and/or, once you have decided that Cardiff Metropolitan University is your Firm choice. We also recommend applicants register with the Update Service via the DBS website so the disclosure remains up to date for the duration of studies and covers placements, where applicable.

This procedure is necessary in order to safeguard the protection of children and young or vulnerable people and it is a condition that needs to be fulfilled. **Please note this process will need to be 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.**

If you have already undertaken an Enhanced DBS check and registered for the **Update Service** you can send the original DBS certificate to us along with this completed Self Declaration Form. Provided you have given your consent which is included on this form, we will be able to check that your certificate is satisfactory. Please refer to our DBS policy on our website at www.cardiffmet.ac.uk/dbs for further information.

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

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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?

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Have you ever been cautioned for a criminal offence?

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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.

I (signature) declare that the information on this form is true and accurate and provide my consent for Cardiff Metropolitan University to check the DBS Update Service to ensure that my Certificate is acceptable for entry. I also consent to the University considering all the information contained on the DBS Enhanced Disclosure when determining entry and or continuation on a programme of study. I also agree to undertake a Disclosure check by the Disclosure & Barring Service if deemed necessary by Cardiff Metropolitan University.

Date: