

Criminal Disclosure Procedure

It is necessary to collect information on criminal convictions and any prosecutions pending from all Candidates (both applicants and enrolled). This is to ensure that Candidates are given every opportunity to benefit from the programmes the Centre offers, while maintaining the Centre's duty to provide a safe and secure environment for all its Candidates, staff and visitors.

Purpose

Candidates are not refused access to Centre programmes which they are academically skilled for on the grounds of a previous criminal record unless their presence at the Centre is demonstrated to pose a risk to others or to Centre property, or unless their criminal record significantly limits their chance of success on their programme.

All Candidates are asked to disclose any of the above. If the information is disclosed at the enrolment stage, the candidate will not be fully enrolled until the risk assessment process has been followed and any decisions made as necessary.

Candidates' failure to disclose any of the above may result in disciplinary action or the candidate being withdrawn.

All records will be kept securely and confidential by Admissions.

Assessment of risk is undertaken in a sensitive, discreet and confidential way, taking into account the needs of all concerned.

If the decision is to not offer a place, or withdraw a candidate from their programme, they will be offered appropriate advice and guidance to help them into alternative provision or employment.

The Centre has the opportunity to network as appropriate with other agencies involved with the candidate, to ensure a fair risk assessment and good support for the candidate is in place.

Only Senior Management, will know the nature of a candidate's conviction. This information will only be passed to a Director of Curriculum or other third parties if there is a need to share.

The Centre plays an appropriate part in the rehabilitation of offenders.



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Summary of Process

All Candidates will be asked to declare at the time of application and/or enrolment or during the time that they are a candidate.

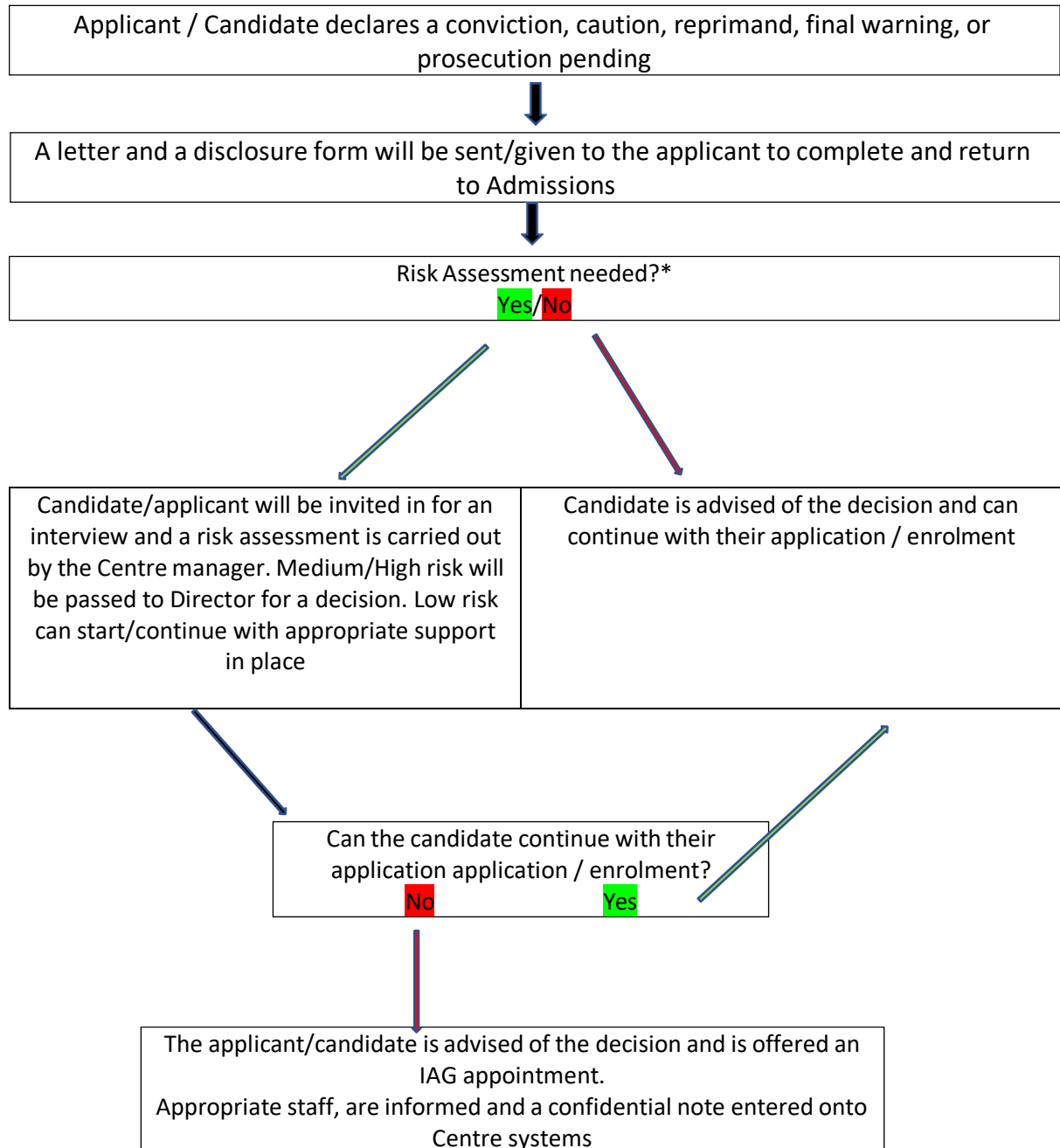
All Candidates will be required to complete a Criminal Conviction Disclosure Form. A Risk Assessment will be undertaken if necessary*

A decision as to the continuation of the application/enrolment will be authorised by the appropriate member of staff.

Any decisions made will be conveyed to the candidate as quickly as possible.

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Process



Review Frequency	Annually
Date policy approved and adopted	June 2017
Policy agreed by	Directors
Date policy published	June 2017
Next review date	January 2025

