



CRIMINAL CONVICTIONS PROCEDURE

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

Purpose

- Students are not refused access to College programmes which they are academically suited for on the grounds of a previous criminal record unless their presence at the College is demonstrated to pose a risk to others or to College property, or unless their criminal record significantly limits their chance of success on their programme
- All students are asked to disclose criminal convictions and pending court cases. If the conviction is disclosed during enrolment, the student will not be fully enrolled until the criminal conviction process has been followed and any decisions made as necessary
- Students failure to disclose any conviction is a disciplinary offence, which may result in the student being excluded
- All records will be kept securely and confidentially in the Student Registry
- Assessment of risk is undertaken in a sensitive, discreet and confidential way, taking into account the needs of all concerned
- Students are provided with appropriate advice and guidance in relation to their chosen progression route if it is impacted by their criminal conviction
- The College has the opportunity to network as appropriate with other agencies involved with the student to ensure a fair risk assessment and good support for the student if they undertake a programme
- Only the Principals Group, Director of Student Services and Student Registry Manager will know the nature of a student's conviction. This information will only be passed to a Director of Curriculum or other third parties if there is a risk to students and staff
- The College plays an appropriate part in the rehabilitation of offenders

Summary of Procedure

- All students will be asked to self-declare criminal convictions at the time of application and/or enrolment or during the time that they are a student
- All students 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 student as quickly as possible

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Process

