

Criminal Conviction Procedure

Regulated Programmes

Application to decision

1. Applicants declare any relevant convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) as amended in 2013, as part of the UCAS or direct application process.
2. Applications are processed by the Admissions Office against the standard academic selection criteria for the programme.
3. If an applicant meets the basic academic criteria and has declared a criminal conviction, they will be asked to complete a self-declaration form, providing details of the offences (including 'spent' convictions) that are not 'protected':
 - a. Nature of the offence(s).
 - b. Date(s).
 - c. Sentence(s) imposed.
 - d. Name of the court, with a copy of any conviction notices.

This communication will be sent to the applicant via the UWE Welcome Website.

4. This information should be returned to the Head of Admissions, who may request details of an applicant's Probation Officer so they can be contacted in order to obtain further information to help with the University's risk assessment.
5. Information about any disclosures will be securely sent to the designated contact in the Academic Department in order for them to complete the University's risk assessment. The risk assessment covers the nature of risk both in terms of the applicant's suitability for the professional programme and, more broadly, as a member of the University community. Internal members of staff and external contacts working within the profession may be consulted for guidance.
6. If the designated academic contact cannot offer a place at this stage due to the seriousness of the disclosure, a panel will be arranged to consider the matter. Applicants will be notified that their case is being referred to a panel.
7. The purpose of the panel is to consider all aspects of safeguarding and to assess what support the applicants would need to be able to successfully complete the programme.
8. A panel will consider the following convictions:

- a. Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
 - b. Offences listed in the Sex Offences Act 2003
 - c. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession with intent to supply.
 - d. Offences involving firearms, knives and weapons.
 - e. Offences involving arson.
 - f. Offences listed in the Terrorism Act 2006.
 - g. Theft and deception.
 - h. This list is not exhaustive and the designated contact has discretion to require a panel for reasons not covered.
9. The panel will usually meet in person and the membership will comprise of:
- Head of Department or nominee (as Chair)
 - Head of Admissions
 - Designated Department contact and Admissions tutor
 - Any relevant professional partners (e.g. NHS, School Heads)
10. Applicants may exceptionally be asked to submit a written statement to be considered by the panel, or meet with the panel in person to present further evidence.
11. The University's decision whether or not to offer a place without a panel will be communicated to the applicant in writing by the Admissions Office, or following a panel, by the Head of Admissions.
12. Where the decision is not to make an offer, applicants may seek a review of the decision by writing to the Head of Complaints and Appeals.

Enhanced DBS checks

1. Offer-holders are subject to a satisfactory Disclosure and Barring Service check and this will be a conditional of all offers.
2. A communication will be sent via the UWE Welcome Website asking offer-holders who have accepted a place to start at UWE Bristol to complete an online DBS check through GBG Online Disclosures.
3. The Admissions Office will monitor the outcome of applications via GBG Online Disclosures and will only ask to see physical copies of certificates if they contain a disclosure.

4. Upon receipt of the certificate the Admissions Office will cross check the disclosure against the self-declaration form previously completed. If it contains anything not previously disclosed, this will be passed to the designated academic contact to consider. They will either let the application proceed, or decide to arrange a panel. The panel will take into account the fact this information had not been previously disclosed when making its decision.
5. If an applicant fails to provide their original certificate they will not be able to register for their programme of study, attend placement and will be considered under the University's Professional Suitability and Professional policy and procedure.

Non-regulated programmes

Application to decision

1. Applicants will be asked to declare any relevant unspent criminal convictions only after accepting an offer of a place at the University
2. A communication will be sent via the UWE Welcome Website asking offer-holders to complete an online form providing written details of the convictions, including:
 - a. Nature of the offence(s).
 - b. Date(s).
 - c. Sentence(s) imposed.
 - d. Name of the court, with a copy of any conviction notices.
3. The Head of Admissions will undertake a risk assessment, which may involve seeking further information from the individual, and/or contacting Probation Officers. Applicants may be asked to submit a written statement. The assessment will cover the nature of the risk posed to the University community by the individual based on the information provided. Where consent has been given, the applicant's suitability for the programme and any additional needs/support will be considered.
4. Sensitive data will be uploaded to a secure and confidential University SharePoint site accessed by only relevant senior members of staff.
5. The Head of Admissions will communicate any decision made to the offer-holder in writing.
6. In the rare event that a decision cannot be made, or when a conviction is of sufficient seriousness, a panel will be convened to consider the circumstances. Applicants will be notified that their case is being referred to a panel.
7. The purpose of the panel is to consider all aspects of safeguarding and to assess what support the applicants would need to be able to successfully complete the

programme.

8. The panel membership will comprise of the following:

- Head of Admissions (Chair)
- Head of Department
- Admissions Tutor

Where appropriate, the panel will have discretion to invite additional University staff to the panel if further advice is deemed necessary.

9. The panel will either decide to uphold the offer as it stands, to amend existing conditions, to offer an alternative programme of study or to withdraw the offer of a place entirely.

10. The Head of Admissions will communicate any decision made by the panel to the offer-holder in writing, including details of the decisions.

11. Where the decision is taken to offer an alternative programme of study or to withdraw the offer of a place, applicants may seek a review of the decision by writing to the Head of Complaints and Appeals.