



POLICY STATEMENT ON THE ADMISSION OF STUDENTS WHO ARE EX-OFFENDERS

The University of Worcester is committed to providing equal opportunities for all staff and student members of its community.

When an applicant reveals a criminal record on an application form, the University will ask the applicant to declare information about “unspent” convictions, unless the course of study is likely to bring the student into contact with children or vulnerable adults where information will be sought regarding all convictions and cautions. Where an applicant fails to reveal information that is directly relevant to the application, this could lead to the withdrawal of an offer to study at the University.

The University is a Registered Body with the Criminal Records Bureau (CRB) and uses its services to assist with the admission decisions to courses of study that involve working with children or vulnerable adults e.g. applications for teaching and nursing. Courses that require such checks will be identified in the prospectus along with the entry requirement(s). Applicants who are offered a place will be sent information concerning the Disclosure process including all the necessary procedures that have to be undertaken.

As a registered body, the University complies with the CRB Code of Practice and undertakes to treat all applicants fairly and consistently. The University will make each applicant who is required to provide a CRB Disclosure aware of the existence of this code and make a copy available on request.

Having a criminal record will not necessarily prevent an applicant from being admitted to a course of study at the University. The decision will depend upon the course of study and the circumstances and background of the offences. Being offered a place on a course of study does not guarantee that an applicant will be suitable for employment in the future and the student may be subject to a separate risk assessment being undertaken by a future employer.

When an applicant reveals a criminal record, the University will decide whether the nature of the criminal record is such that the applicant should not be offered a place on the course. In considering the relevance of the criminal convictions, the University will undertake a risk assessment and consider the following issues:

- the extent of one to one contact with children or other vulnerable groups whilst on the course;
- the level of supervision the student will receive;
- the contact with the public;
- any opportunities within the course of study for the applicant to re-offend;
- the seriousness of the offence and its relevance to the safety of members of staff, customers, clients and property;
- the length of time since the offence occurred;
- any information offered by the applicant about the circumstances which led to the offence being committed, for example, the influence of domestic or financial difficulties;
- whether the offence was a one-off or part of a history of offending;
- whether the applicant’s circumstances have changed since the offence was committed, making re-offending less likely;
- the country in which the offence was committed;
- whether the offence has since been decriminalised by Act of Parliament;

- the degree of remorse, or otherwise, expressed by the applicant and their motivation to change

The University undertakes to discuss any matter revealed in a Disclosure with the person seeking a place on a course before withdrawing an offer of a place on a course of study.

Registry Services
November 2004