



Policy on the recruitment of students with criminal convictions

The University of Worcester aims to provide fair and equal access to a university education to all those who have the potential to succeed or benefit from it. We ask applicants to disclose the details of relevant previous offences so the University may assess whether, and to what extent, this may affect the safety of staff, students, visitors and others using our services or facilities; and/or someone's suitability for their course. It is important to note that having a conviction will not necessarily bar applicants from a place on their chosen course. This will depend on the course and the circumstances and background to the offence(s).

Applicants will be asked to tell the University about any criminal convictions that they might hold at different points in the admissions process depending on the nature of the course.

1. Courses requiring enhanced criminal records check via the Disclosure and Barring Service (DBS)

Candidates who apply for courses which involve working with children and/or vulnerable adults will be asked to declare all convictions or cautions (verbal or written) on their application form, even those that are considered "spent" by the Rehabilitation of Offenders Act; apart from those which would be "filtered" under the 2013 DBS guidelines. For more information on "filtered" convictions see: <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

If an applicant who has declared a conviction is successful at interview, further information will be requested so that a risk assessment exercise can be undertaken.

If a criminal conviction is shown in the disclosure, further information will be requested so that a risk assessment exercise can be undertaken, unless this has already been completed at the earlier stage.

The applicant will be asked to supply a written personal statement on the circumstances surrounding the conviction(s), the subsequent penalties and, where applicable, supporting information from a probation officer or person connected with the case. Depending on the nature of the conviction, we may also request an independent account of what happened and the penalties. This may be a pre-sentence or probation report or other appropriate evidence. Failure to reveal information that is directly relevant to the case could lead to the withdrawal of an offer of a place or to the termination of any subsequent registration.

No applicant will be permitted to start a course requiring a DBS check until the application process for the disclosure has been completed. Applicants may be able to register pending a satisfactory DBS check but if any information comes to light as a result of this, after registration, the University reserves the right to terminate the registration and require the student to withdraw.

2. Other courses (which do not require a DBS check)

Offers on other courses are made subject to disclosure of any "unspent" convictions which are considered "relevant". After accepting an offer of a place, applicants for other programmes will be asked to disclose such convictions.

Relevant unspent convictions are those which indicate that an applicant may pose a risk to the safety of their students, staff and visitors and may include: **convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, as well as offences involving firearms, arson and terrorism, whether the conviction is obtained in the UK or overseas.**

Applicants are not required to tell us about “spent” convictions as defined in the Rehabilitation of Offenders Act 1974.

The applicant will be asked to supply a written personal statement on the circumstances surrounding the unspent conviction(s), the subsequent penalties and, where applicable, supporting information from a probation officer or person connected with the case. Depending on the nature of the conviction, we may also request an independent account of what happened and the penalties. This may be a pre-sentence or probation report or other appropriate evidence. Failure to reveal information that is directly relevant to the case could lead to either the withdrawal of an offer of a place or the termination of any subsequent registration.

The Assistant Registrar (Recruitment & Admissions) will consider any disclosures and additional information provided surrounding the circumstances and discuss the case with the Academic Registrar, and other relevant staff, where appropriate to ensure the safety of University staff and students, the security of University property and any risk to the University’s reputation and public standing. The assessment will take into account the time elapsed since the offence, the age of the applicant at the time of the offence, the nature of the offence and the information supplied by the applicant.

Processing and storage of information

Any information relating to conviction(s) or disclosure obtained through the DBS check or by other means will be kept, and ultimately disposed of, in accordance with the current guidance from the DBS on the secure storage, handling, use, retention and disposal of disclosures and disclosure information. More information on the University’s Information Assurance policy can be found at: <https://www.worcester.ac.uk/informationassurance/index.html>. The University will not retain information relating to criminal convictions for any longer than is necessary and for a maximum of six months following your provision of a criminal conviction certificate to us (if applicable) as part of your application process.

The legal basis for processing criminal convictions data is conditions 10 (*Preventing or detecting unlawful acts*) and 18 (*Safeguarding of children and of individuals at risk*) in the DPA 2018 Schedule 1; and Articles 6(1)(e) and 9(2)(g) of the GDPR.

Revision History

Committee	Date	Change
Academic Board	3 July 2019	New policy approved replacing the Policy statement on the admission of students who are ex-offenders [AB18 44]