

What do I need to do?

If UCP has offered you a place on one of these courses, we now need to ask you to disclose to UCP any unspent, relevant criminal convictions within **fourteen working days** of accepting your offer.

UCP has a duty of care to students, staff, and visitors, which is both moral – a general responsibility to promote the welfare of our students and staff – and legal, in the form of a duty to take appropriate steps to protect students, staff, and visitors. In the area of criminal convictions, UCP takes the view that it should consider all available information about whether an applicant who accepts an offer of study has a relevant unspent criminal conviction as part of a holistic assessment of an individual, their suitability to study the course of their choice and the impact upon the wider university community.

A 'relevant' criminal conviction is one that may have implications for UCP's duty of care towards the safety of our students, staff, and visitors. This includes, but is not limited to convictions concerning:

- 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.
- Sexual offences, including those listed in the Sexual Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism.

This list is not definitive but seeks to outline the sorts of offences for which a conviction is considered relevant by UCP.

You do not need to declare any matters in these categories that would be "filtered" from the UK Disclosure and Barring Service conviction checks.

Further guidance on which matters would be filtered can be found here (external link):

<http://hub.unlock.org.uk/knowledgebase/filtering-cautionsconvictions/>

There is no requirement for an applicant to disclose a conviction that is 'spent' unless the application is for a course linked to professional, statutory, and regulatory bodies (PSRBs). For these programmes, a satisfactory Disclosure and Barring Service (DBS) check will be required as a condition of offer. An applicant who is unsure whether their conviction is 'unspent' and therefore needs to be disclosed can seek advice from the charities NACRO <https://www.nacro.org.uk/>

If I declare a relevant criminal conviction matter, what will happen next?

A HE Manager will consider whether there are unacceptable risk associated with admitting you to study or admitting you without specific conditions in addition to your offer of study within fourteen working days of receiving your criminal conviction declaration. The following factors will be considered:

- information indicating that the offer-holder presents, or may present, an on-going risk to the safety or wellbeing of individuals with whom students come into contact on site, during work placements or is otherwise unlikely to be able to meet the profession's requirements and standards during that activity;
- The overall offer-holder profile together with the following information:
 - The seriousness of the offence and its relevance to the safety of staff, students and individuals;
 - Any pattern of offending;
 - Any mitigating circumstances;
 - The offer-holder 's ability to reflect on the alleged offence and their motivation to change;
 - Professional or statutory body requirements, including any requirements as to honesty and integrity;
 - The recommendation of any referees.

One of the following outcomes is made:

- The level of risk is determined to be unacceptable such that the offer holder may not be admitted to UCP. Where this is the decision, Admissions will contact the offer-holder to withdraw their offer. The applicant will be notified in writing including a brief description of the reasons for the decision. The applicant will be informed of the period for which the information relating to their conviction will be retained.
- The level of risk may be managed by the imposition of specific conditions, such as exclusion from workplacements. The applicant will be notified in writing including a full explanation of the conditions applied and brief description of the reasons for the decision. The applicant will be informed of the period for which the information relating to their conviction will be retained.
- The level of risk is determined to be acceptable and the applicant may be admitted without any specific conditions. The applicant will be notified in writing including information about the period for which the information relating to their conviction will be retained.

The processes which we follow are set out in the Higher Education Recruitment and Admissions Policy

www.ucp.ac.uk/supporting-you/

Feedback and appeals

UCP is committed to the provision of high quality, fair and transparent admissions procedures for all our applicants.

If you have any concerns or complaints relating to the processing of your application, please contact the Admissions Office on 01733 214464 or by email admissions@ucp.ac.uk

What happens if I do not declare a relevant criminal matter?

Where a failure to accurately declare a relevant conviction is identified after a student has enrolled, action under the Student Disciplinary Procedure or the Fitness to Practise Procedure may be taken. If at any time during their enrolment a student is convicted of a criminal offence, they are required to report this immediately to their HE Manager.

Record keeping

Information relating to disclosure and assessment of a criminal conviction is subject to data protection legislation. The Criminal Conviction Assessment Form relating to an offer holder who has a declared a relevant criminal conviction will be securely stored by UCP Admissions and only accessible by authorised staff members. The details of any convictions disclosed to us will be deleted immediately after the completion of the Assessment Form.

Criminal Conviction Declaration Form

This form should be completed by offer-holders for a course leading to a regulated profession who have declared a relevant criminal matter when accepting their offer.

Step one Read our declaration guide which explains what information you need to provide and why we need this information.

Step two Complete the form providing all relevant details (sections one and two are mandatory).

Step three Provide UCP Admissions with the completed form within 14 working days from receipt of your offer to study.

1: PERSONAL DETAILS

Surname/Family Name:

Student ID Number¹

First/Given Names:

Course for which offer received:

2: Declaration

A Place an X in this box if you do NOT have a relevant criminal conviction and you declared this by mistake: Return this form to admissions@ucp.ac.uk

B Please provide details of any criminal conviction, caution, reprimand or warning which would be included on (and not filtered from) an Enhanced UK Disclosure and Barring Service Certificate if they were imposed within the UK. Refer to page 1 of this form for guidance on what this includes.

Date of Offence	Nature of offence	Sentence or fine imposed	Date of conviction	Further comments surrounding the incident(s) with any you may wish to add

¹ Your student ID number can be found at the top of your offer letter.

3: Third Party Confirmation

In order to determine whether we can confirm your offer of a place, we would like to discuss the background of your “relevant criminal conviction(s)” with a third party. This will be a probation officer or social worker assigned to you or any other third party who could provide information relevant to our assessment.

Please provide the full name, position and contact details below.

Full name of referee:

Position:

Email address:

Telephone number:

Please use this box to provide any other information you think may be relevant to our assessment.

Please confirm all information supplied is true, accurate and complete.

Privacy Notice: University Centre Peterborough (UCP) is a subsidiary of Peterborough Regional College (PRC). The information you supply on this form will be used by UCP and PRC in accordance with the Data Protection Act 1998 the EU's General Data Protection Regulation (GDPR). The information you have disclosed will be used to assess whether we can admit you to study at UCP. We will make the decision within 30 days. When we have reached our decision details of any convictions that you have disclosed on this form will be deleted. We will not share this information with any other organisation.

Applicants Signature:

Date:

Third Party Signature::

Dtae:

SUBMIT YOUR FORM TO: Admissions, University Centre Peterborough, Park Crescent Campus, Peterborough, PE1 4DZ - 01733 214463 admissions@ucp.ac.uk

GDPR:20-003

Criminal Conviction Assessment Form

This form is used to identify risk to the safety of individuals within the professional environment where an applicant has applied for a regulated course.

<p>1. What was the sentence? <i>(E.g., custodial, suspended, warning)</i></p>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<p>Custodial Suspended, Community, Conditional Discharge Warning, Caution, Reprimand, Fine, Absolute Discharge</p>
<p>2. How serious is the offence?</p>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<p>Very serious Moderate Low</p>
<p>3. Does the nature of the offence indicate a potential risk to the safety of individuals within the regulated professional environment?</p>	<input type="checkbox"/> High <input type="checkbox"/> Low	<p>Yes No</p>
<p>4. Is the offence of a type and level potentially relevant to professional body/regulatory requirements (including general requirements as to honesty and integrity) and the individual's suitability for entry to the profession?</p>	<input type="checkbox"/> High <input type="checkbox"/> Low	<p>Yes No</p>
<p>5. How much time has elapsed since the offence?</p>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<p>Under 5 years 1-5 years 5 years or more</p>
<p>6. Has the offer-holder's circumstances changed since the offence was committed, making re-offending less likely?</p>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<p>Yes Some No</p>
<p>7. Is there evidence of a risk of reoffending? Does official documentation provided or evidence of behaviour indicate a risk of reoffending?</p>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<p>Significant evidence Some Evidence Little or no evidence</p>
<p>8. Does the applicant offer any mitigating circumstances? i.e. domestic or financial difficulties</p>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<p>No Some Yes</p>
<p>9. How does the referee rate the applicant's suitability for attendance and participation in the HE community?</p>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<p>Referee declares applicant unsuitable Referees share some reservations Referees declare applicant suitable</p>
<p>10. Did the offer-holder disclose past convictions/cautions as required when accepting their offer? If no, did mitigating circumstances prevent applicant from declaring?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Detail of circumstances if no:</p>

Enter number of risks identified:

	High
	Medium
	Low

Disclosure outcome

- The level of risk is determined to be unacceptable such that the offer holder may not be admitted to UCP. Where this is the decision, the Admissions team will contact the offer-holder to withdraw their offer. The applicant will be notified in writing including a brief description of the reasons for the decision. The applicant will be informed of the period for which the information relating to their conviction will be retained.

- The level of risk may be managed by the imposition of specific conditions, such as exclusion from workplacements. The applicant will be notified in writing including a full explanation of the conditions applied and brief description of the reasons for the decision. The applicant will be informed of the period for which the information relating to their conviction will be retained.

Details of specific conditions:

- The level of risk is determined to be acceptable and the applicant may be admitted without any specific conditions. The applicant will be notified in writing including information about the period for which the information relating to their conviction will be retained.

Please see our **Privacy Notice** to understand more about our legitimate interests in using your data for this purpose www.ucp.ac.uk/privacy-and-cookies

HE Manager Signature

Assessment Date:

Once completed, return this form to Admissions, University Centre Peterborough, Park Crescent Campus, Peterborough, PE1 4DZ - 01733 214463 admissions@ucp.ac.uk

Please note that the documents, including the Criminal Conviction Declaration Form relating to tis assessment must be shredded/deleted once rhis assesmnt form is completed.