

DISCLOSURE FORM

DECLARATION OF CRIMINAL CONVICTIONS, CAUTIONS AND WARNINGS

The information on this form will be treated in strictest confidence and will only be seen by the college safeguarding panel. It will be stored securely and will not be part of your student file.

The College has a duty of care to all its users to ensure their safety and wellbeing. In order to meet these responsibilities it is necessary for all students to declare any relevant convictions, cautions and warnings to enable the College to make a judgement on any particular risks.

Having a criminal record will not necessarily bar anyone from a place on a College course but a separate risk assessment or further checks may be required.

Please complete the following details:

NAME

ADDRESS

DOB

COURSE APPLIED FOR

DETAILS OF AN OFFENCE OF A VIOLENT OR SEXUAL NATURE OR RELATING TO THE DISTRIBUTION OR SALE OF DRUGS.

Offence	Date of conviction	Penalty/Nature of sentence

- **please continue on another sheet if necessary**

Any further comments or information you would like us to take into consideration:

Probation Officer, Youth Justice Contact, Drugs Worker, etc
Name and contact details:

Please note that

- If you are currently involved in a criminal investigation or you are convicted of a criminal offence after you have applied or started on your college course, you must tell us.
- If you fail to reveal a criminal conviction, caution or warning this may end any enrolment agreement with the College

Please return your completed form to Reception in a sealed envelope marked for the attention of the Designated Safeguarding Officer.

Information on the Rehabilitation of Offenders (NI) Order 1978

If a conviction is 'spent' you do not have to mention it, even when asked, unless applying for a post which is exempt under this legislation. The following convictions become "spent" after fixed periods from the date of conviction

Sentence	Aged 18 or over at conviction	Under 18 years at conviction
<i>Absolute Discharge</i>	<i>6 months</i>	
<i>Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order</i>	<i>Date Order ceases OR 1 year – whichever longer</i>	
<i>Attendance Centre Order Juvenile Justice Centre Order Youth Conference Order, Reparation Order, Community Responsibility Order</i>	<i>1 year after Order expires</i>	
<i>Hospital Order</i>	<i>5 years or 2 years after Order expires – whichever longer</i>	
<i>Fine or Community Service Order Combination Orders</i>	<i>5 years</i>	<i>2 ½ years</i>
<i>Prison – (immediate or suspended) OR Young Offenders Centre – sentence of 6 months or less</i>	<i>7 years</i>	<i>3 ½ years</i>
<i>Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and including 2 ½ years</i>	<i>10 years</i>	<i>5 years</i>
<i>A period of detention of less than 6 months under Article 45 of the CJ (Children) (NI) Order 1998</i>	<i>N/A</i>	<i>3 years</i>
<i>A period of detention over 6 months but less than 30 months under Article 45 of the CJ (Children) (NI) Order 1998</i>	<i>N/A</i>	<i>5 years</i>
NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS CAN NEVER BECOME SPENT		

Please Note:

- Consecutive prison sentences count as a single term when calculating the rehabilitation period.
- If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
- If a person receives a new conviction during rehabilitation period:
 - (i) for a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately;
 - (ii) for a more serious offence (i.e. which **could** be tried at the Crown Court) **neither** conviction will become spent until longest period expires.
- Cautions, reprimands and final warnings are not considered to be convictions and become "spent" immediately unless relevant to exempted posts.
- A spent conviction will remain on your criminal record.

There are certain professions and occupations that are exempt from the Rehabilitation of Offenders Order (NI) 1978. This means that for certain professional courses all criminal convictions must be declared regardless of when the offence was committed.

The types of courses for which this is relevant include: teaching, health, social work, or courses involving work with children or vulnerable adults / those who may be at risk.

The list of professional posts exempt from the Rehabilitation of Offenders Order (NI) 1978 is extensive but can be summarised as follows:

- WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
- PROFESSIONS THAT ARE REGULATED BY LAW - e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.
- POSTS INVOLVING NATIONAL SECURITY e.g. security personnel or senior civil service posts.
- POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. police officers, solicitors, probation officers, traffic wardens, judges, prison officers.

