

## Applications to Programmes Relating to Young and Vulnerable People – University of Greenwich

You have been invited to attend an interview for a programme relating to young or vulnerable people. In addition to fulfilling academic conditions, this programme is subject to additional statutory checks.

These statutory checks are administered by the Student and Academic Services at the university. Applicants holding an offer will be contacted (once any academic conditions have been met and the offer accepted) to arrange for the checks to be undertaken. If you have any enquiries regarding these checks, please contact the Student Centre on 020 8331 8444.

The statutory checks may include:

1. **Assessment of Health:** You will be sent a questionnaire and will be assessed by the University's Health Advisor to ensure that you are medically fit before entry to the programme.
2. **Assessment of Criminal Convictions.** Investigation of any criminal convictions will be conducted through the Disclosure and Barring Service (DBS).
3. **Children's / Adults Barred List check;** (Initial Teacher training applicants only).
4. **Teacher Services Restrictions List check** relating to being prohibited from teaching by the Secretary of State for Education. (Initial Teacher training applicants only).
5. **A disqualification by association check** (relating to living in the same household as someone who is barred from working in a childcare setting). (Initial Teacher training applicants only).

Under the terms of the Protection of Children Act (DES circular 12/88), and the Rehabilitation of Offenders Act (1974) we are required to check the "possible criminal background" (including cautions) of all teacher training applicants (including those training to teach adults) nurses, midwives, paramedics, youth workers and social workers.

### **Disclosure Barring Service (DBS): Information for candidates**

New regulations have been introduced in relation to 'The Disclosure Barring Service' (DBS) formerly the CRB. The regulations mean that certain offences need not be disclosed by applicants. These are called the 'Filtering rules for criminal record check certificates':

#### **For those 18 or over at the time of the offence:**

An adult conviction will be removed from a DBS certificate if: **11 years** have elapsed since the date of conviction; and it is the person's only offence, and it did not result in a custodial sentence. Even then, it will only be removed if it **does not appear on the list of offences** which will never be removed from a certificate. If a person has **more than one offence**, then details of all their convictions will always be included. An adult caution will be removed after 6 years have elapsed since the date of the caution and if it does not appear on the list of offences relevant to safeguarding.

#### **For those under 18 at the time of the offence:**

The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years the same rules apply as for adult cautions, except that the elapsed time period is 2 years. If you are unsure whether these regulations affect you please refer to this link: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you attend a selection interview you will be asked: ***'Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?'***

**You are only required to disclose in accordance with these regulations. However please be aware that it is your responsibility to ensure that you do disclose when required to. Failure to disclose will lead to withdrawal of offer or removal from the programme.**

**You should inform the interview panel if you have had any criminal convictions (including 'spent' convictions) or cautions.**

**International applicants:** If you previously lived outside of the United Kingdom you will need to obtain a Certificate of good conduct from the police in your own country. This Certificate should be sent to the Student Centre. For information regarding DBS procedures for international applicants please contact the DBS directly: Telephone: 0300 0200 190 e-mail: [customerservices@db.s.gsi.gov.uk](mailto:customerservices@db.s.gsi.gov.uk) or from the DBS webpage: <https://www.gov.uk/government/publications/db.s-code-of-practice>.

### **University Policy on Criminal Convictions**

Applicants should note that if they wish to enter a profession it is their own responsibility to check whether there is anything in their record, such as a criminal conviction, which would prevent this.

As a Registered Organisation using the Disclosure and Barring Service to assess applicants' suitability for training for positions of trust, the University of Greenwich complies fully with the Code of Practice and undertakes to treat all applicants for place on a programme fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The university is committed to the fair treatment of its students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The University ensures that those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. Protection of Freedoms Act 2012 and the Rehabilitation of Offenders Act 1974. In the majority of cases Professional Bodies provide clear guidance on this. The University guarantees that information will only be available to those who need to be aware of it as part of the recruitment process. In discussion with the applicant, we ensure that an open and measured discussion takes place on the subject of any offences of other matter that might be relevant to the offer of a place.

The DBS Code of Practice is available to view online at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk).

The university undertakes to discuss any matter revealed in a Disclosure with the applicant before withdrawing an offer.

Having a criminal record will not necessarily bar applicants from a place on a programme; this will depend on the circumstances and background of the offence.