**Name: Student Code/UCAS Personal ID:**

**Programme Applied for:**

# Introduction

As part of the programme, you have applied to study, you will be expected to undertake placements with vulnerable people. In order to undertake placements, all successful applicants (to professional training disciplines that are exempted under the Rehabilitation of Offenders Act 1974) are required to undertake an enhanced Disclosure and Barring Service (DBS) check. Before undertaking the DBS check, we ask applicants to self-declare any relevant information.

We are committed to promoting a policy of diversity regarding our student and staff population.  In pursuing this policy, the University has a duty of care to the whole University population, and it is in this context that we encourage applicants to disclose information regarding relevant past or pending criminal convictions. We do not wish to exclude students who have a criminal or disciplinary record or have had contact with statutory services. If you make a declaration, you will be assessed as an individual, taking into account the circumstances around the information you provide. If we require further information, we will contact you.

Any information that you provide will be treated as confidential within the organisational boundaries of the programme but may also be shared with our professional body regulators for the purpose of determining suitability for admission onto your programme.  Declarations for those who may receive an offer are considered, in confidence, by the School of Health & Society admissions panel if you do not agree to the sharing of the information you declare, your application may not be able to be progressed any further.

Occasionally we may have to withdraw an offer due to a self-declaration. If this happens to you, you will be informed of the general reason. However, if you do not disclose relevant information which is subsequently discovered, this could lead to a suitability investigation, and you could be excluded from your programme.

While the University is making a prospective judgement as to your suitability to undertake your programme, **ultimately** **the relevant regulator will** **make the decision as to whether you are suitable to register for your profession after completion of your degree.**

If your programme requires an interview prior to an offer being made, your self-declaration will not be reviewed until after your interview, so it will not be considered as part of the decision as to whether to offer you a place. For all other programmes, you will be asked to self-declare after receiving an offer.

**Please read this form carefully and complete *all* sections. If you do not complete a self-declaration form, we will be unable to progress your application.**

# Criminal offences and related legal records

If you are offered a place and you choose it as your firm reply, you will be asked to apply for an enhanced Disclosure and Barring Service check (DBS). This is a check for any police records held on you, and whether you are barred from working with children and/or vulnerable adults. You will need to hold a DBS certificate and be prepared to produce this at placement interviews or whilst on placements.

Meanwhile, we have a right to ask you to declare any information which may be present on a DBS. Some programmes are exempted[[1]](#footnote-1) from certain provisions of the Rehabilitation of Offenders Act 1974, and information about some previous convictions (including those considered ‘spent’) must be provided.

In most cases we don’t see criminal convictions as a barrier to studying with us, however, it is important that we safeguard all individuals whilst on campus and placement.

Do you have any unspent/spent conviction/caution/reprimand or final warning?

Yes ☐ No ☐

Are you currently under investigation/are subject to criminal charges/or have been previously/on bail, but have not been convicted of a crime?

Yes ☐ No ☐

Are you currently subject to any court orders?

Yes ☐ No ☐

Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service (DBS)?

Yes ☐ No ☐

The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. The term ‘cautions’ includes simple and conditional cautions. You do not need to disclose reprimands, final warnings or cautions accepted when under 18. If you’re not sure if your convictions or cautions are filtered, you can find out more from <https://hub.unlock.org.uk/knowledgebase/what-will-be-filtered-by-dbs/>

If you answered ‘yes’ to any of the above 4 questions, please provide details in the table below. Please try to be specific about the ‘description’ of the offence. Please complete separate pages for each incident.

|  |  |
| --- | --- |
| Issue | Student Response |
| The nature and seriousness of the offence(s)or allegation |  |
| Date(s) of the offence or allegation |  |
| Age at the time of the offence(s) or allegation |  |
| The sentence (if any) |  |
| Any pattern of offending behaviour |  |
| Relevance of the offence(s) to the course applied for and what steps have you taken to mitigate any risk of reoffending |  |
| The circumstances surrounding the offence(s) |  |
| Whether your circumstances have changed since the offence(s) and any actions taken: |  |
| Any other information: |  |
|  |  |

# Disciplinary record, professional conduct, and notifiable listings

Please answer the following questions carefully. If you answer 'YES' to any of thequestions, we may contact you for further information about your circumstances and we may make other relevantenquiries to colleges and former employers to enable an informed decision to bemade about your application. You can make further representationsin writing

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are you currently the subject of any disciplinary investigation ? | ☐ | ☐ |
| Have you ever had a disciplinary or subject to an investigation against you? | ☐ | ☐ |
| Have you ever had your employment terminated for unprofessional behaviour or misconduct? | ☐ | ☐ |
| Have you ever left an organisation before the outcome of a disciplinary investigation was known? | ☐ | ☐ |
| Have you ever been suspended or disqualified from any professional training programme? | ☐ | ☐ |
| Have you ever been suspended or deregistered for professional misconduct by any professional register? | ☐ | ☐ |
| Have you ever been/or are currently being investigated by a Local Authority with responsibility for the Safeguarding of Adults or the Safeguarding of Children? | ☐ | ☐ |
| Have you previously enrolled on any other training programme? | ☐ | ☐ |
| Have you been involved in any Civil Proceedings? | ☐ | ☐ |

Have you ever been or are you currently subject to one of the orders stated below? Please indicate ‘yes’ or ‘no’ for each order listed.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Barred from working with Vulnerable Adults | ☐ | ☐ |
| Barred from working with Children | ☐ | ☐ |
| Sex Offenders Register | ☐ | ☐ |
| Risk of Sexual Harm Prevention Order (FHPO) | ☐ | ☐ |

***If you have answered ‘yes’ to any of the above questions, please provide full supporting details at the end of this form.***

**Previous contact with Services –**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Has any child been removed, temporarily or permanently, from your care as a result of child protection proceedings? | ☐ | ☐ |
| Have you previously had involvement with or are you currently involved with a social services department in any capacity (e.g. as a child, adult or parent)? | ☐ | ☐ |

***If you have answered ‘yes’ to any of the above questions, please provide full supporting details at the end of this form.***

**Overseas Police Check**

If you have spent time living outside of the UK since the age of 16 (either because you were not born in the UK or because you have travelled/volunteered/worked outside of the UK) you may be asked to provide a certificate of good conduct from the country/countries in which you have resided. Guidance is available on the DBS website to help you understand the process for obtaining a check for a particular country, but it will be your responsibility to obtain the necessary checks.

Please answer the questions below:

|  |  |
| --- | --- |
| Residency | |
| Were you born in the UK? | Yes     ☐                No ☐ |
| If you answered *No* to the question above, when did you first enter the UK to reside here permanently? | Date (Month/Year):  Age at point of entry:  Country of Birth: |
| Have you ever lived outside of the UK for twelve months or more from the age of 16? | Yes    ☐                 No  ☐ |
| If you answered *Yes* to the question above you will be required to provide an Overseas Police Check from the country (ies) in which you have resided. Please state which country and dates (Month/Year) of residence below:    Country:                                                  Date from:                    Date to:  Country:                                                  Date from:                    Date to:  Country:                                                  Date from:                    Date to: | |
| Do you currently have refugee status or are you an asylum seeker? | Yes       ☐           No   ☐ |

**Your declaration**

I understand that the information that I have provided will be checked against my enhanced Disclosure and Barring Service disclosure and that my signature affirms that this is a full and accurate declaration.

I understand that if I refuse to provide additional relevant information or otherwise assist in this suitability process that any provisional offer of a place on the programme may be withdrawn.

I also understand that failure to disclose relevant information is regarded as a serious matter and that if it is discovered after I have been accepted upon the programme, it could result in a suitability investigation which may lead to exclusion from training or termination of my programme at the University of Salford.

I agree that the information that I give may be used to assess my suitability for my chosen programme and that it may be shared with the Relevant professional body

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Any other information you feel is relevant to your application (including where you have answered YES to questions)*

Please return this form to: [studentonboarding@salford.ac.uk](mailto:studentonboarding@salford.ac.uk)

1. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by SI 2013 1198.

   [↑](#footnote-ref-1)