

YORK COLLEGE

Criminal Convictions Statement

Applicant Declaring a Criminal Conviction Procedure

This procedure has two main purposes, to:

1. identify the procedure to be undertaken when an applicant (student) declares an unspent criminal conviction.
2. provide the basis of any risk assessment prepared as a result of an applicant declaring an unspent criminal conviction.

An unspent criminal conviction does not necessarily preclude an applicant from entry to a study programme at the College. However, it may necessitate staff of the College seeking additional references relating to the applicant and the preparation of a risk assessment should the applicant be accepted onto a study programme. This will help inform College staff what support may be required, should the applicant join the College as a student.

Due to the fitness to practice requirements relating to some of our programmes, all applicants and students are required to disclose any criminal conviction, spent or unspent. For example, at Higher Education level this applies to our Early Years and Teacher Training provision; at Further Education level this also applies to our Sports related provision.

No applicant or student will be automatically excluded from studying at the College on the grounds that a criminal conviction, charge or conditional discharge has been declared. For applicants, any criminal convictions disclosed will be considered, by the appropriate members of college staff, to determine the suitability of the applicant for the programme they have applied to study. This will include the consideration of whether any conditions, and/or risk assessments, should be put in place.

All applicants and students for all other programmes are not specifically required to disclose any criminal convictions, except as may otherwise be required by law. If students wish to, they may disclose details relating to any past convictions; should they do so experienced staff will work with them to put any necessary support in place. Disclosure can be made to anyone in a pastoral role at the College.