

Leicester College

Risk Assessment and Admissions Policy

(Declaration of Previous/Current Convictions)



learning for success

The policy aims to be equitable to all applicants and to meet the legal obligations of the Rehabilitation of Offenders Act 1974, the Data Protection Act 1998 and the Human Rights Act 1998. Leicester College has a legal obligation known as "Duty of Care" to do everything reasonable to protect students, staff and visitors from potential harm. The College has Risk Assessment and Admissions Procedures that we work to, ensuring that our "Duty of Care" is upheld. As part of the procedures, we require students to declare if they:

- are serving/have served a custodial sentence
- are currently/have been on licence
- are serving any type of Order
- are currently on, or have been on an Intensive Supervision and Surveillance Programme (ISSP) or Drug Treatment and Testing Order (DTTO)
- have any type of conviction that is not considered '**spent**', unless your course involves a work placement whereby you are required to disclose '**spent**' and '**unspent**' convictions including warnings, reprimands and cautions. If you are unsure, call **0116 224 2225**
- have pending charges/convictions.

Information disclosed on this form will not necessarily prevent you from studying the course of your choice. However, if you have previous convictions that you do not disclose and this is discovered, you may be refused a place or asked to leave the course. There may be occasions whereby a current/previous conviction may preclude you from doing your course, but we will discuss this with you in full and other alternatives.

Please complete all of the following.

Name:	<input type="text"/>
Address:	<input type="text"/>
Date of Birth:	<input type="text"/>
Course applied for:	<input type="text"/>

Please provide as much detail as possible, or we may ask you to fill the form in again. Details of the offence/s eg, shoplifting, common assault etc, when was it eg, 2004, what was the outcome eg, youth rehabilitation, fine, custodial order, ISSP, community service etc.

Name of Probation Worker, Drugs Worker, RAP (Resettlement and Aftercare Programme) Worker or YOS (Youth Offending Service) Worker:

Telephone number and agency for named contact above:

Declaration

I agree to Leicester College processing data contained on this form as part of the Risk Assessment process, required in connection with my studies at Leicester College. I agree to and understand to Leicester College contacting Agencies, including Leicestershire and Rutland Probation Trust, The Youth Offending Service that I currently have contact with, and /or, have had contact with in the past to gain relevant information relating to my convictions, and any possible risk that may be associated with my studies, or affecting other learners, staff or visitors at Leicester College.

I certify this information is correct. (Please note, if you submit information that is not correct, you may be refused a place or asked to leave the course.)

Signed:

Date:

If someone else has provided information on this sheet on your behalf, please print their name and job title in the space below.

Name:

Job Title: