



**SELF DECLARATION of criminal record and other information which may affect suitability for attendance on health, social care, sport & exercise or education awards.**

**You must** read all sections of this document carefully prior to completing and signing the declaration.

All students who accept an offer of a place on an award which leads to professional registration as a health or social care practitioner are subject to a DBS Enhanced Disclosure. Students on sport & exercise awards that involve a placement, and students on education awards, are similarly subject to a DBS Enhanced Disclosure, as a consequence of engaging in activities which involve significant contact with children and/or vulnerable adults. The DBS Enhanced Disclosure relates to areas of work, involving regular caring for, training, supervising or being in sole charge of vulnerable persons. Enhanced Disclosures also provide an extra level of checking with local, national & international police records and other government agencies. The educational programme for which you are either applying to study or currently studying, requires that you are of good character in order to protect the public.

Using the Self-Declaration form at the end of this document, **you are required to disclose all reprimands, warnings, cautions and convictions that are not 'protected'** as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. These protected offences cannot be taken into account, when making recruitment and suitability decisions.

For a full list of all those offences that **must always be declared**, please go to <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

All offences that **are not protected** as defined below **must be disclosed**.

For explanation of **what offences are 'protected'** see below.

**A reprimand/warning/caution is protected if:**

It is NOT for a 'listed' offence  
(‘listed offences’ are explained later\* in this section)

AND

Either (a) you were under 18 years at the time the caution was given,  
AND two years or more have passed since the date on which the caution was given

Or (b) you were 18 years or over at the time the caution was given,  
AND six years or more have passed since the date on which the caution was given

The sentence was NOT a custodial sentence (including a suspended sentence) or a  
sentence of service detention,

AND

You have no other convictions

\*A 'listed offence' is:

- (1) an offence under section 67(1A) of the Medicines Act 1968;
- (2) an offence under sections 126 to 129 of the Mental Health Act 1983;
- (3) an offence specified in the Schedule to the Disqualification from Caring for Children (England) Regulations 2002;
- (4) an offence specified in Schedule 15 to the Criminal Justice Act 2003;
- (5) an offence under section 44 of, or under paragraph 4 of Schedule 1 or paragraph 4 of Schedule 4 to, the Mental Capacity Act 2005;
- (6) an offence under section 7, 9 or 19 of the Safeguarding Vulnerable Groups Act 2006;
- (7) an offence specified in section 17(3)(a), (b) or (c) of the Health and Social Care Act 2008, apart from an offence under section 76 of that Act;
- (8) an offence specified in the Schedule to the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009;
- (9) an offence specified in Schedule 2 or 3 of the Childcare (Disqualification) Regulations 2009;
- (10) an offence of either (a) attempting or conspiring to commit; (b) inciting or aiding abetting, counselling or procuring the commission of; or (c) an offence under Part 2 of the Serious Crime Act 2007 (encouraging or assisting crime) committed in relation to any offence falling within paragraphs (1) to (9);
- (11) an offence under the law of Scotland or Northern Ireland, or any country or territory outside the United Kingdom, which corresponds to any offence under the law of England and Wales falling within paragraphs (1) to (10);
- (12) an offence under section 42 of the Armed Forces Act 2006 in relation to which the corresponding offence under the law of England and Wales is an offence falling within paragraphs (1) to (10);
- (13) an offence under section 70 of the Army Act 1955, section 70 of the Air Force Act 1955 or section 42 of the Naval Discipline Act 1957 of which the corresponding civil offence is an offence falling within paragraphs (1) to (10).

For further information about filtering of offences, go to <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Answering “yes” to any of the questions on the Self-Declaration form will not automatically result in withdrawal of your course offer/place, providing it does not indicate that you are unsuitable to work with vulnerable persons. Information revealed by your Self-Declaration or within your DBS Enhanced Disclosure will normally result in you being asked to attend a Disclosure Screening Panel or a Fitness to Practise Panel where your case and its individual circumstances are considered. A decision is then made to confirm or withdraw the offer of a place (or continuance on your course) or to seek further information. Failure to self-declare information which later comes to our attention through DBS disclosure, or other sources, will call into question your honesty and personal integrity and will normally result in your withdrawal from the award. Honesty and integrity are essential for aspiring Health, Social Care, Sport & Exercise, and Education professionals. Consistent with the “DBS Code of Practice” we will not unfairly discriminate against you on the basis of conviction or other details revealed through the disclosure process. All documentation and processes relating to DBS and Self Declarations will be treated sensitively and stored appropriately in order to maintain confidentiality. Details will not be stored on computer. Neither disclosures nor a record of disclosure information will be retained for longer than is necessary. Please be aware, should you be offered a place on a Health, Social Care, Sport & Exercise, or Education award, the placement partners/educational establishments where you have allocations are entitled to receive some limited details of the disclosures of current students. This information will be kept confidential within Human Resources Departments. In the case of Sport & Exercise and Education students you should also be aware that the ultimate decision as to whether you will be accepted on placement will lie with the host organisation where you will be placed.