



## **BA (Hons) Working with Children and Young People**

### **Suitability Declaration**

As part of this course, students undertake practice placements in organisations which work with children and young people. These agencies and Kingston University have a duty to take whatever steps we can to ensure that we only arrange these placement opportunities for students who are deemed “suitable” to work with vulnerable children and young people.

Therefore, we ask you to disclose any offences/ matters which will appear on an enhanced Disclosure and Barring Service certificate – please see the form below.

We do not automatically exclude applicants who have a criminal record. If you declare matters here, we will ask you for further information about the circumstances so we can make an informed and considered judgement about your suitability.

In reaching a decision about suitability, amongst the things we will consider are: the nature of the offence(s) or other conduct and any punishment or sanction imposed; the time period which has elapsed since the offence(s) or conduct and the person's conduct during that period; the age of the person at the time of the offence(s) or conduct; whether the offence(s) or conduct are indicative of a pattern of behaviour, propensity or wider character issues.

If you have a criminal record and we offer you a place on the course, the choice of placement opportunities may be more limited.

In a small number of cases, the nature, gravity and/ or recency of a person's past conduct may mean that a place cannot be offered on our programme, and in this event you will be informed of the general reason (subject to any restrictions on passing on confidential information contained within the Data Protection Act 1998).

## Declaration: Criminal Convictions and Legal Records

We will organise an enhanced Disclosure and Barring Service Disclosure process (including checks for people who are barred from working with children or vulnerable adults) for all students on the BA (Hons) Working with Children and Young People. There is a charge for this service which applicants must pay. We can advise you about costs on the Interview Day.

**If you do not disclose here offences/ matters which come to light later then our procedures may lead to you having to withdraw from the Programme.**

The DBS explains that “the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure...”.

**The rules about what you should disclose are complicated. You will find guidance on the Disclosure and Barring Service website and you can also contact the NACRO helpline on 0300 123 1999 for advice.**

### Declaration

Name: .....

	YES	NO
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – if yes please give details below.		

DATE	COURT/Police Station	OFFENCE	SENTENCE

- Have you any pending prosecutions? If yes, please give details below.

Yes

No

- Are you currently barred from working in a regulated activity with adults or children? If yes, please give details below.

Yes

No

**Details here please**

I understand that:

- the Faculty will organise an enhanced Disclosure and Barring Service process, and that this will include checking the lists of people who are barred from working with children or vulnerable adults;
- my signature affirms that I have made a full and accurate declaration which will be checked against my Home Office Disclosure and Barring Criminal Records return;
- there is a charge for this service which I must pay;
- failure to disclose relevant information is a serious matter and that if any offence, caution, reprimand, final warning or barring is discovered after the programme starts, then this may lead to me being excluded from the course;
- I will be required to retain my DBS certificate and show it to agencies where I am placed for practice placements.

**Signed:**

**Date:**