

Confidential: DECLARATION OF SUITABILITY FOR SOCIAL WORK

NAME: (Please print)

This pack contains a number of declarations which you need to complete. This is a very important document and some of the declarations are quite complicated and detailed. *Please allow yourself sufficient time to read the pack carefully and to answer the questions honestly and fully.*

When you have completed, signed and dated the Declarations, please check your responses, and bring the document with you when you attend for interview.

We are required to assess that all social work students are suitable to:

- train in social work;
- engage with service users and carers during practice placements, and;
- be registered by the Health and Care Professions Council (HCPC) / Social Work England (SWE) upon successful completion.

All offers of places are conditional upon a satisfactory outcome to this process. The University makes a decision on suitability for the programme, but **please note that approval by the University is not a guarantee of registration by the HCPC/ SWE** on successful completion of the programme.

This pack covers the following Declarations:

1. Criminal convictions, and legal records
2. Disciplinary record, unprofessional conduct
3. Personal involvement with social services
4. Health
5. Disability
6. Required competences

Please note: declaring any issue(s) does not automatically mean that you will not be offered a place: all issues are considered carefully on their individual details.

The information you provide will be treated as confidential within the organisational boundaries of the BA Social Work/MSW programmes. This means that we may share information with relevant bodies such as placement providers and the HCPC/ SWE or other regulatory bodies in order to, for example, obtain practice placements or as a matter of public protection.

Please note: failure to disclose here relevant information which is subsequently discovered could lead to a suitability investigation and your exclusion from training.

Please check that you have printed all 10 pages of this pack.

If you have any queries relating to these forms please contact the Admissions Office on 020 8417 5732.

1) **CRIMINAL CONVICTIONS AND LEGAL RECORDS**

Social work is exempted from certain provisions of the Rehabilitation of Offenders Act 1974. 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.

We will act consistent with the HCPC's Guidance on health and character (2017) and therefore in reaching a decision about suitability, amongst the things we will consider are: the number, nature and seriousness of the offence(s) or other conduct and any punishment(s) or sanction(s) imposed; when and where the offence(s) or conduct took place; the time period which has elapsed since the offence(s) or conduct; the person's conduct since the offence(s) or conduct; the age of the person at the time of the offence(s) or conduct; any information given to help explain the circumstances surrounding the offence(s) or conduct.

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 reason.

In order to successfully complete the programme, students must pass practice placements. Therefore, we need to consider whether partner agencies would be willing to offer you practice placements. If you declare issue(s) under this section, you will be asked to write a Personal Statement about the issue(s) which will then be sent – without your name – to a body called the Admissions Board. This Board comprises representatives of partner agencies, the profession, service users and carers as well as academic staff. The Board members will consider the issue(s) and your statement and come to an opinion about whether you are likely to be offered placements. The outcome will be explained to you in writing so that you can make an informed decision about whether to accept an offer of a place on the course, knowing the feedback from the Admissions Board concerning placements.

Declaration: Criminal Convictions and Legal Records

Social Work is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. We will organise and pay for an enhanced Disclosure and Barring Service Disclosure process (including checks for people who are barred from working with children or vulnerable adults) for all social work students.

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.

Name: Programme applied for: BA / MSW

Declaration One

	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

Declaration Two

	YES	NO
Have you any pending prosecutions?		
Are you currently barred from working in a regulated activity with adults or children?		
Have you lived abroad <u>in the last 5 years</u> ?		

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;
- 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 training;
- if I write a statement concerning issues declared above this may be passed to the Admissions Board for their consideration – as explained above;
- I will be required to retain my DBS certificate and show it to agencies where I am placed for practice placements;
- whilst I am a student, I will have to inform university staff of any pending prosecutions and also any convictions, cautions, reprimands or final warnings which will appear on an enhanced DBS Certificate.

Signed:

Date:

2) DISCIPLINARY RECORD/ UNPROFESSIONAL CONDUCT

Social Service agencies and members of the public who receive services are entitled to expect the highest standards of reliability and integrity from social workers and it is imperative that the qualifying award is held only by people whose personal and professional conduct merits this trust. The Social Work programmes require you to make a declaration concerning this.

If you answer "YES" to any of the questions, we will either talk to you about this at the Selection Day or subsequently. University staff may reach a decision on their own, or they may wish to involve the Admissions Board. The way we will consider the issue(s) depends on the details declared, but we will discuss all this with you. You may be asked to write a Personal Statement about the issue(s). The outcome will be explained to you in writing.

We may also ask you for your permission to make other relevant enquiries eg to colleges and former employers, to enable an informed decision to be made about your application.

Declarations

Three	YES	NO
Are you currently the subject of any disciplinary investigation?		
Have you ever had a disciplinary finding against you?		

Four	YES	NO
Have you ever had your employment terminated for unprofessional behaviour or misconduct?		
Have you ever been suspended or deregistered for professional misconduct by any professional register?		
Have you been excluded from engaging in social care or any similar activity by a body responsible for regulating or otherwise controlling such practice or activity?		

Five	YES	NO
Have you previously enrolled upon a <u>professional</u> social work training programme? (Not an Access to social work course.)		
Have you ever been suspended or disqualified from any professional training programme?		
Have you had civil proceedings (other than a divorce/ dissolution of marriage or civil partnership) brought against you?		

3) PERSONAL INVOLVEMENT WITH SOCIAL SERVICES

If you become a student on a social work course at Kingston University we will ask you to tell us about any personal or family involvement with social services or related agencies. We do this first, to enable us to ensure that students are provided with any support entitlements (e.g. as a care leaver) and second, so that we can avoid placing students in organisations where they have previously received/ are receiving services.

At this stage and in relation to suitability for social work training, we only need to know about specific types of involvement with agencies, and our questions are in the box below.

Declaring issues here would not automatically bar you from entry to the programme, but we would need to make an informed judgement about whether a declaration may pose risks for you or other people.

If you answer “YES” to any of the questions, we will either talk to you about this at the Selection Day or subsequently. University staff may reach a decision on their own, or they may wish to involve the Admissions Board. The way we will consider the issue(s) depends on the details declared, but we will discuss all this with you. You may be asked to write a Personal Statement about the issue(s). The outcome will be explained to you in writing.

We may also ask you for your permission to make other relevant enquiries to enable an informed decision to be made about your application.

NB: applicants frequently have to answer ‘yes’ to the first question for completely reasonable reasons eg that their parents were foster carers looking after children who had been on a child protection register. Please answer the question honestly, even if this means telling us about something completely reasonable and understandable.

Declaration Six

	YES	NO
Has any child in your care, or in the household in which you live/ have lived, been subject to a safeguarding investigation/ been placed upon a child protection register/ been subject to a child protection plan or been looked after or placed in care?		
Has any person with whom you currently have (or previously had) informal caring responsibilities (not paid employment) had any listing or proceeding regarding the protection of adults at risk?		
Do you currently live, or have you previously lived, in a household in which there has been any listing or proceeding regarding the protection of adults at risk?		

- 4) **YOUR HEALTH** Social work training is demanding and can be stressful. We have to be confident that our students will be able to study and practise safely and effectively with people who are at risk or in need of protection or whose capacity to manage their own affairs is impaired.

We also need to know about any health issues so that we can consider any reasonable adjustments we might be able to make. Our decisions are guided by HCPC's Guidance on health and character. The HCPC advises that most applicants who declare health conditions when applying to register find that their declaration does not affect their application because they show that they can manage their condition, have insight and understanding of their condition, have medical or other support in place and the condition does not affect their ability to practise safely and effectively. This is also our experience.

Making a declaration about a health condition that could affect your ability to practise is a positive action showing you are aware of the possible effect your health may have on your ability to practise safely and effectively.

If you answer "YES" to any of the questions, we will either talk to you about this at the Selection Day or subsequently. University staff may reach a decision on their own, or they may wish to involve the Admissions Board. The way we will consider the issue(s) depends on the details declared, but we will discuss all this with you. You may be asked to write a Personal Statement about the issue(s).

Those who accept an offer of a place on our courses have to complete a self-declaration concerning their health, and the most usual outcome of discussions about health matters is simply that these will be considered by Occupational Health colleagues when they look at the self-declaration.

Declarations

Seven	YES	NO
Do you have any physical or mental health condition that could or would impair your fitness to practise as a student social worker?		
Do you have any history of substance dependence?		

Eight	YES	NO
I agree to inform the University if I am not fit to undertake a practice placement.		
I agree to seek treatment for, or manage appropriately, any medical condition which is current or which develops during the programme.		

5) DISABILITY

For most people, disability need not be a barrier to training and qualification in Social Work and in accordance with the provisions of the Equality Act (2010) the University will make reasonable adjustments to meet your personal requirements for the academic component of the programme.

Please note that for the purposes of this declaration you are not required to make any statement about your disability, however, please note the guidance from HCPC to applicants with disabilities which says:

“When applying to an education programme, you will have the opportunity to disclose your disability. While education providers have a responsibility to give you various opportunities to disclose this information in a safe and confidential manner, it is your decision whether you do so. We would strongly recommend that you do. An education provider can only act on the information that it knows about.

If you do not tell admissions staff that you have a disability, they will be unable to make an informed decision about your ability to complete the programme and may be unable to provide you with the support and adjustments you may need. Disclosing a disability will also mean that the education provider will be able to consider whether it needs to make any adjustments to the selection process for the programme.”

In addition to any adjustments which the University can make, successful completion of the programme requires that you undertake two practice placements. Partner agencies which provide these placements are able to make adjustments to meet many special requirements. If you choose not to disclose any special requirements prior to accepting an offer of a place on the programme, we will not be able to tell you whether we think we will be able to find you placements able to make the necessary adjustments. This may mean that you would not be able to complete the requirements of the programme.

Alternatively, if you tell us about necessary adjustments prior to accepting an offer of a place on the programme, then this question will be considered by the Admissions Board. Their opinion will be explained to you in writing.

So, if you have a disability which will require the University or/ and placement organisations to make adjustments, you have three options.

1) You can choose to tell us about your disability now, in which case your interviewers will talk to you about this, and ask you to write a Personal Statement about the issue(s). Your requirements will then be considered by the University (Disability Support) to cover the academic component of the programme, and by the Admissions Board to consider the question of placements. Please note that your name will not be disclosed to the Admissions Board or to any other external agency in this process.

2) You can wait, and tell us about your disability after you have been made an offer of a place on the Programme, but before you accept the offer. In this case, you will be asked to write a Personal Statement about the issue(s), and your requirements will then be considered in the same manner as 1) above.

3) If you choose not to tell us about your disability prior to accepting an offer of a place on the programme, then the University may not be able to make adjustments, and we may not be able to find you the practice placements which are required in order to successfully complete the Programme.

Any queries/concerns please contact the Admissions Office on 0208 417 5732.

For general information for disabled students please see:

<http://www.kingston.ac.uk/disability/>

The HCPC produces guidance for disabled people about registration.

Declaration Nine

	YES	NO
Do you want to tell us about a disability which will require adjustments to be made to enable you to study at University? (You do not need to tell us here about Dyslexia.)		
Do you want to tell us about a disability which will require adjustments to be made to enable you to undertake practice placements?		
Do you want to tell us about a disability that could impair your fitness to practise as a student social worker?		

6. REQUIRED COMPETENCIES

a) Basic IT Skills

Declaration	YES	NO
I am able to word process documents on a computer		
I am able to send and receive emails		
I am able to attach documents to emails		
I am able to use the internet to browse and search for materials		

b) English Language Skills.

Declaration	YES	NO
My first language is English		

Complete the following table if you answered “No” to the question above

Declaration	YES	NO
The language of my primary education was English		
The language of my secondary education and secondary level examinations was English		
The language of my first degree was English (MSW applicants)		

I have obtained a minimum IELTS score of 7 (Reading, Writing, Listening), TOEFL 88 (with a minimum of 22 in all areas) or equivalent		
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YOUR DECLARATION

I confirm that I have answered truthfully and fully all questions above concerning:

- Criminal convictions, and legal records;
- Disciplinary record, unprofessional conduct
- Personal involvement with social services
- Health
- Required competencies

I have also read and understood the potential implications surrounding the disclosure/ non-disclosure of disabilities.

I agree that the information that I give may be used to assess my suitability for social work training and that, subject to the principles outlined in the Data Protection Act (1998) and the provisions of the Care Standards Act (2000) it may be shared with the Health and Care Professions Council/ Social Work England and other relevant bodies in connection with my studies including finding practice placements, and registering as a social worker.

I understand that any offer of a place is conditional upon a satisfactory outcome to the suitability process, and that whilst the University makes a decision on suitability for the programme, approval by the University is not a guarantee of registration by the HCPC/ SWE on successful completion of the programme.

Signed:

Date: