

## **Criminal Record Disclosure Procedure (Student Admissions)**

The Criminal Record Disclosure Procedure (Student Admissions) outlines the process that is undertaken to consider an applicant's criminal record disclosure ahead of making an offer to study and subsequent enrolment to King's College London.

This procedure should be used in conjunction with the [Criminal Record Disclosure Policy \(Student Admissions\)](#) which clarifies when a criminal record disclosure is required from applicants to the university. Please see Appendix A for the process map.

### **Process**

#### **1. Making a criminal record disclosure**

At the point of submitting an application to study at the university, either through King's Apply or UCAS, applicants will be asked to declare if they have a criminal record.

This will only apply to regulated programmes which lead to a profession or occupation exempt from the Rehabilitation of Offenders Act (1974), or for modules that contain regulated activity. For more detailed information regarding the circumstances surrounding the requirement for a criminal record declaration, please see the [Criminal Record Disclosure Policy \(Student Admissions\)](#).

#### **2. When and how is a criminal record disclosure considered?**

Despite the necessity for criminal record disclosure at the point of application, any declarations will only be considered by the King's Admissions Office at the point at which an offer is to be made to the applicant.

During the assessment process proceeding this decision, a criminal record disclosure will be kept separate from the holistic assessment of the applicant's academic potential, in line with the [Admissions Policy](#).

If, as a result of the academic and holistic assessment the application is going to be made unsuccessful, no further consideration will be given to the criminal record. The data will be destroyed in accordance with the university's [retention schedule](#).

However, if the decision is to make an offer, King's Apply will flag to the Admissions Officer that a criminal record has been declared. A criminal record disclosure form will then be sent to the applicant via King's Apply to request more information. Applicants can use this form to provide more detail regarding their conviction for consideration, including but not limited to:

- i. details of the crime and conviction;
- ii. their age at the time of committing the offence and;
- iii. circumstances surrounding the conviction.

The Senior Admissions Officer will use the information provided by the applicant to conduct a risk assessment proforma within 10 working days of the receipt of the declaration. The risk

assessment explores the risk of admittance to the university's community. Information considered includes but is not limited:

- i. to the nature of the crime;
- ii. the punishment passed;
- iii. how recently the crime was committed and the age of the person at the time of the offence;
- iv. circumstances surrounding the offence.

The risk assessment is then passed to the Admissions Manager (Operations) for consideration.

If the risk assessment indicates that admittance poses a low risk, the Admissions Manager (Operations) will instruct the Senior Admissions Officer to proceed with making the offer to the applicant. The offer will be recorded on King's Apply and the applicant will be notified on King's Apply and/or UCAS within 10 working days.

If the risk assessment indicates admittance poses a medium or high risk, the Admissions Manager (Operations) will then convene a criminal record consideration panel. The panel should consist of the following individuals:

- i. the Admissions Manager (Operations);
- ii. an academic with responsibility for the programme or module such as the Head of Department or Programme Director and;
- iii. a member of the Faculty's Professional Services team such as a Senior Programmes Manager or Faculty Education Manager.

It is advised that the panel should meet within 10 working days of the Admissions Manager receiving the criminal record risk assessment or at the soonest available opportunity.

### **3. The criminal record consideration panel**

The role of the panel is to review the criminal record information provided by the applicant and the risk assessment to consider:

- i. the risk the individual poses to the King's community;
- ii. the ability of the applicant to register with a professional body and join a regulated profession upon completion of their studies.

There can be one of four outcomes to the consideration panel:

- i. Offer is to stand - risk is deemed to be acceptable and offer is made to the applicant for the selected programme or module.
- ii. Conditions to admittance – due to the nature of the crime or conditions surrounding the punishment, the applicant may be admitted to the programme of choice but there may be conditions associated with enrolment. For example, the applicant may not be permitted to stay in university halls of residence as an enrolment condition. Outcomes will be communicated by the Admissions Manager (Operations) to the relevant services responsible to oversee the implementation of the recommendations.

- iii. Alternative offer – due to incompatibilities with the nature of the crime and the mode of teaching, the content of the programme and/or inability to register with a professional body and access a regulated profession, the applicant may be made an offer to an alternative programme of study.
- iv. Unsuccessful - risk to the university's community is deemed to be too high under any circumstances.

The Admissions Manager (Operations) keeps a record of the meeting using the risk assessment proforma. Within 10 working days of panel meeting the Admissions Manager (Operations) will communicate the outcome to the student and instruct the Senior Admissions Officer to make the final decision. Agreed decisions will be recorded on King's Apply and appear on King's Apply and/or UCAS or Department for Education Apply (for PGCE).

### **Procedure for obtaining an enhanced DBS check**

For offer holders who intend to enrol onto regulated programmes or modules, the King's Admissions Office will initiate an enhanced DBS check. This will be up to 120 days before the programme start date. For undergraduate and PGCE programmes, this will be when the application status is Conditional Firm (CF) or Unconditional Firm (UF), and for Postgraduate programmes when the application status is Unconditional Firm (UF or CFUF).

The Admissions Office will use King's Apply to communicate full details of the DBS procedure and requirements when they are ready to initiate the DBS check.

The university uses [Atlantic Data](#) to undertake the enhanced DBS check. The university will inform Atlantic Data of the application status and Atlantic Data will instruct applicants to complete a DBS application form and provide the relevant ID and documentation to a local Post Office to evidence the check. Once these steps are complete, Atlantic Data should provide a certificate to the applicant within 14 to 28 days.

The university will be informed by Atlantic Data if there are any convictions on a DBS certificate. If there are, the applicant will be required to present their DBS certificate to the Admissions Office so that any conviction can be checked against the declaration made during the admissions process.

If the crimes outlined on the DBS certificate match with the declaration made during the admissions process, the consideration of the conviction will have already taken place and no further action will be required. The applicant can proceed to enrolment.

If crimes appear on the DBS check which were not declared, due consideration will not have taken place and the university reserves the right to withdraw the applicant's offer and place. [Please see G.25 in the regulations for more information.](#)

If applicants have lived outside of the UK in the 5 years prior to the start of the programme they must provide a criminal record disclosure or certificate of good conduct from the country, or countries, in which they have been resident for these years. [More information on how to obtain a certificate of good conduct can be found here.](#)

### Useful resources

- [Unlock](#) – charity that supports people who have a criminal record;
- [King's College London, Faculty and departmental information](#)
- [King's College London, student support services](#)
- [King's Apply](#)

# Appendix A

