Criminal Conviction Declarations
(student applications)

Policy on the declaration and storage of criminal conviction information and Disclosure and Barring Service disclosures for applicants to the College

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Background
King’s College London is committed to recruiting the best students on the basis of their merit and potential and preparing them for work, citizenship and personal development. All applications are considered on their individual merits and treated in a fair and equal way, utilising a holistic approach, based on all information provided to the College through the application process.

The College also recognises its duty to protect the King's community and the communities around us, and that information regarding an individual’s criminal convictions may need to be taken into account when deciding whether that individual may begin or continue their studies. The College also notes the specific duties which it holds in relation to certain careers or professions which graduates of our programmes may enter.

Purpose/Scope
The policy statement is designed to provide protection to the people and property within the College community and any vulnerable persons who may come into contact with students pursuing their studies at the College.

This policy has regard to specific duties of the College in relation to certain careers or professions which graduates of our programmes may enter and sets out the processes and principles for staff undertaking criminal conviction checks and using disclosure information to inform risk assessments on applicants to College programmes.

The policy statement is also dedicated to the fair treatment of all its applicants and students and is dedicated to the values enshrined in the Rehabilitation of Offenders Act (ROA, 1974).

The policy is not for the purpose of criminal record checks on staff members at the College. Further details regarding this policy can be found on the HR A-Z pages on the College’s intranet.

Responsibilities
The Senior Vice-President (Operations), will be ultimately responsible for implementation of and adherence to the policy statement and related procedures. Operational responsibility may be delegated to the Director of Admissions, who also oversees cases relating to convictions for courses which do not require DBS checks.

The Admissions Office will have operational responsibility for ensuring that robust procedures are in place for conducting disclosure checks on students, that monitoring of the effectiveness of said procedures is conducted, that adequate training for any academic and Professional Services staff involved in disclosure checks is provided, and that adequate storage facilities and legally-compliant retention schedules are maintained. In particular, where programmes of study require standard or enhanced criminal conviction checks through the government’s Disclosure and Barring Service (DBS) the College
will identify members of staff to act as DBS countersignatories, or alternatively as liaisons with any umbrella Registered Body\(^1\) acting as countersignatory and will provide appropriate training on staff responsibilities under the DBS Code of Practice.\(^2\)

**Resource Implications**

Adequate training will be provided for all staff involved or in receipt of information regarding disclosures of criminal convictions, including where appropriate, specific training for staff involved in DBS checks on students.

**Reference**

- Department for Business Innovation and Skills – Safeguarding Children: Guidance for English Higher Education Institutions [www.bis.gov.uk/assets/biscore/corporate/migratedD/ec_group/D1672361207](http://www.bis.gov.uk/assets/biscore/corporate/migratedD/ec_group/D1672361207)
- Supporting Professionalism in Admissions- Criminal Convictions: Statement for Good Practice [www.spa.ac.uk/good-practice/criminal-convictions.html](http://www.spa.ac.uk/good-practice/criminal-convictions.html)

**Communications**

- To be published on the Governance Zone with email notification to Heads of Schools, Admissions Office staff, Admissions Tutors, and Directors of School Administration. Inclusion into published admissions policies and guidance on the College Website.

\(^1\) Registered Bodies for the Disclosure and Barring Service can be found at [https://www.gov.uk/government/publications/disclosure-and-barring-service-list-of-registeredumbrella-bodies](https://www.gov.uk/government/publications/disclosure-and-barring-service-list-of-registeredumbrella-bodies).

**Section 1: General principles**

King’s College London is committed to the fair treatment of its students and applicants and seeks to ensure that all students and applicants are treated solely on the basis of their merits, abilities and potential. Having a criminal record does not necessarily bar an applicant from studying at the College, which will depend on the circumstances and background to the offences.

For admission to (or continuing study on) the majority of its programmes, the College will not require applicants/students to provide information pertaining to spent convictions, but will require applicants/students to provide information regarding unspent convictions (or those which can never be spent\(^3\)) as defined in the Rehabilitation of Offenders Act 1974. Section 2 outlines the College policy and processes for individuals with criminal convictions who are applying to or studying on these courses.

Some of the College’s programmes or modules involve students coming into contact with vulnerable members of the public and are exempt from the Act. Under the Exceptions Order to the Rehabilitation of Offenders Act 1974 it is permissible for the College to ask applicants to these programmes or modules exempt questions about the applicant’s previous criminal history. For such programmes or modules where an enhanced disclosure is required, the online prospectus will give details of this requirement, and detailed instructions and guidance will be available for participating students from the Admissions office.

Section 3 outlines the College policy and processes for those applying to or studying these courses. A list of programmes at the College currently identified as requiring DBS disclosure is included as Appendix A.

All applicants should note that the failure to declare information about a conviction (where required) or the provision of untrue or inaccurate information about a conviction may lead the College to refuse admission or to terminate without notice a student’s registration. During their period of registration, students must inform the College of any breaches of the law which fall within the category of those required to be disclosed at admission; failure to do so may lead to disciplinary action\(^4\).

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academic from the relevant School (or suitable representative). The panel may recommend appropriate
student support arrangements or other assistance for applicants they wish to admit.
When considering the information provided by the applicant the College will take into account a number
factors including but not limited to:

- The nature of the conviction, including the seriousness of any offence or other matter
  revealed.
- The nature of the degree programme and learning environment
- The relevance of the offence to the College’s activities, students and staff
- The length of time that has elapsed since the last offence.
- Whether the offence was a ‘one-off’ or if the applicant has a pattern of offending behaviour.
- Whether the applicant’s circumstances have changed since the offending behaviour, or other
  relevant matters making re-offending less likely.
- The circumstances surrounding the offence and the explanations(s) offered / degree of
  remorse expressed by the convicted person and their motivation to change.
- Any mitigating circumstance or other relevant issues raised in any references
- Whether the offence has since been decriminalised by Parliament.

Section 3. Where a programme of study requires a Disclosure and Barring Service check
This section refers to programmes of study which involve students coming into contact with vulnerable
members of the public as recognized under the   Exceptions Order to the Rehabilitation of Offenders Act
1974. Appendix A outlines the known affected programmes at the time of publication.

About DBS checks
The College uses the Disclosure and Barring Service (DBS) - previously known as the Criminal Records
Bureau - to undertake checks as to whether students hold previous criminal convictions, cautions and
reprimands. The check may also look at whether the applicant is on on any of two lists of individuals
barred from working with children or adults, together with any information held locally by police forces
that is reasonably considered to be relevant to the role applied for. The checking process will be initiated
by the College, and with any Registered Body umbrella body the College is permitted to use to process
DBS checks.

The College complies fully with the DBS Code of Practice and is committed to treating all applicants for
places fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of
conviction or other information revealed. The Admissions Office will provide the applicant with details
of the DBS process including costs, guidance on acceptable documents for identification checks, and the
designated countersignatory or specific umbrella Registered Body used for the checking process.

DBS checks within the admissions process
A DBS check will often be included as part of the Fitness to Practise requirements for entry to a
particular programme and only offer holders may be asked to complete this. However, where it is known
that a programme will require a DBS check, the College encourages applicants to disclose their criminal
record at an earlier stage in the admissions process and will usually ask applicants to complete a
confidential Criminal Conviction Disclosure Form if reaching interview stage (see Appendix B). The
contents of this form will only be viewed by select members of staff if, as a result of interview, the College
is considering making the applicant an offer.

An early disclosure allows the College a greater amount of time to consider an individual’s situation.
While early disclosure will in no way replace a requirement for a DBS check before a student is
permitted entry to a programme, it may be the case that an early disclosure could provide sufficient
information for the College to reject an applicant without undergoing a DBS check.

Where an individual has very substantial gaps in their UK residence or little previous residence in the
UK, a DBS disclosure may not provide a complete picture of their criminal record. Some countries have
arrangements in place which allow their citizens to obtain certificates of good conduct to show to
prospective employers. The Admissions Office may occasionally ask applicants with overseas residency
to apply for the equivalent of a Disclosure, if available.

Consideration of Disclosures

5 The College may use the services of a Registered Body (RB) acting as an umbrella organisation which is permitted by DBS to undertake
the administration of the DBS checking process on the College’s behalf. Further information on DBS checking service guidance and RBs
Once a DBS check is complete, a DBS certificate detailing any relevant information from the check will be sent directly to the applicant. It is the applicant’s responsibility to ensure the certificate is presented to the Admissions Office by any stated deadline. Where a DBS check provides information of previous offences, or information deemed relevant by any police force, this together with any additional information provided by the individual will be reviewed by the appropriate Admissions Manager (who may request clarification or any further details as appropriate). The Admissions Manager will decide in collaboration with the programme lead (or appropriate representative) whether an applicant is suitable for admission. If the Admissions Manager and programme lead disagree or do not feel able to make a decision due to the gravity of the conviction or other complexities, the query should be escalated to the Director of Admissions (or representative) who will either make a decision or call a panel to consider the decision. Any panel will be comprised of the Director of Admissions (or suitable representative), and an academic from the relevant School (or suitable representative) and/or appropriate representative of the relevant NHS trust if appropriate. With the exception of individuals on the DBS barred lists, having a criminal record does not necessarily bar an applicant from studying or working in healthcare, education or related courses, which will depend on the circumstances and background to the offences. When considering the information provided by the applicant the College will take into account a number factors including but not limited to:

- Whether the individual is on a DBS ‘barred list’ (previously known as ISA barred lists) of individuals considered unsuitable for working with adults or children. This will override all other considerations and the application will be rejected.
- The nature of each conviction, including the seriousness of any offence or other matter revealed.
- The nature of the professional accreditation or qualification attached to the course, and any guidance or regulations from the relevant professional or regulatory body as to eligibility or fitness to practise or register that profession during or after the programme.
- The nature of the degree programme and learning environment
- The relevance of the offence to the College’s activities, students and staff
- The length of time that has elapsed since the last offence.
- Whether the offence was a ‘one-off’ or if the applicant has a pattern of offending behaviour.
- Whether the applicant’s circumstances have changed since the offending behaviour, or other relevant matters making re-offending less likely.
- The circumstances surrounding the offence and the explanations(s) offered / degree of remorse expressed by the convicted person and their motivation to change.
- Any mitigating circumstance or other relevant issues raised in any references
- Whether the offence has since been decriminalised by Parliament.

The enhanced disclosures will be reported as being “satisfactory” or “not satisfactory” in a timely manner, and in the case of a disclosure ruled “not satisfactory” the applicant will be directly informed and unable to take up a place of study. The panel may recommend appropriate student support arrangements or other assistance for applicants they wish to admit. The College will make every applicant who is subject to a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. The Admissions Office will undertake to discuss any matter revealed in a disclosure with the prospective student before withdrawing an offer of study. Where an applicant has already registered on the programme, the College reserves the right to terminate registration without notice (Regulation 9.1 of A2 Academic Regulations for admission and registration refers).

After decision

Once a decision has been reached, the Admissions Office will notify the applicant. Section 4. Appeals Where the applicant/student is not satisfied with the decision, they may appeal using the standard Admissions Appeal procedure.6

Section 5. Storage and retention of criminal conviction disclosure information

King’s College London complies fully with the DBS Code of Practice with regard to the correct handling, use, retention, storage and disposal of DBS Disclosure information.

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6 Available on the College PolicyZone website
Storage
The College will ensure that recipients of disclosure information store disclosures and other confidential documents issued by the DBS in secure conditions. Documents will be kept in locked, non-portable storage containers and keys or combinations for such storage units will be restricted to named individuals. Wherever possible, access to rooms containing storage containers will be restricted to staff engaged in admissions work.

Handling
In accordance with section 124 of the Police Act 1997, DBS disclosure information will only be passed to those who are authorised to receive it as part of their duties. Other disclosure information will similarly be restricted to only necessary staff and at all times treated in confidence and with sensitivity. Tutors and admissions tutors should not be privy to any criminal conviction information involving potential students or students, unless the Director of Admissions or the Director of Students and Education determines that it will directly affect the teaching of the course, or any students or staff involved with the student concerned. An exception may fall where a tutor or admissions tutor is required to act in their capacity as academic representative of a convened panel within Section 2 or 3 of this policy, or as a programme lead within Section 3.

Retention of disclosure information
The content of a DBS disclosure and associated correspondence will in general not be retained for longer than six months to allow for consideration and resolution of any disputes or complaints after a suitability decision has been made. If, very exceptionally, it is considered necessary to retain disclosure information for a longer period the College will consult with the DBS. In dealing with such a case, the DBS will give full weight to the rights of the subject of such information under Human Rights as well as Data Protection legislation.

The College may however keep a record of the date of a DBS check, the name of the subject, the type of Disclosure, the disclosure certificate number, and whether the applicant was deemed ‘satisfactory’ or ‘unsatisfactory’ for the duration of the retention of the application record (completion of study plus three months). This information should be kept as confidential and secure and will only be shared with a third party where absolutely necessary with the applicant’s prior knowledge. An example might be where King’s liaises with schools and colleges to provide teacher training experiences for PGCE students and there is a requirement to confirm to the school that a DBS check has been carried out. At no point will the external organisation see the content of the disclosure.

Details of unspent criminal convictions disclosures for programmes which do not require DBS checks (see section 2) are still considered highly confidential, and will in general not be retained for longer than six months for unsuccessful applicants, to allow for consideration and resolution of any disputes or complaints. Where an applicant is successful in gaining a place on the programme, information will not be retained for longer than the completion of the course plus seven years in accordance with College Retention guidelines.

Disposal
Disclosures and correspondence regarding disclosures should be destroyed by suitably secure means after the retention period – i.e. by shredding, pulping or burning.

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7 Excluding the School Direct teacher training route
Appendix A: Programmes requiring DBS disclosure

The list below is designed to be a useful guide for applicants joining a programme for the 2013-14 academic year. While subject to annual review, there may be changes or additions to this list. Any new programmes requiring DBS disclosure (previously known as Criminal Records Bureau or CRB disclosure) will state this information when advertised in the online prospectus on the King’s website, and should be considered as included in this list for the purposes of this policy. Applicants are encouraged to contact the Admissions Office if requiring any clarification.

### Undergraduate Programmes requiring DBS checks

<table>
<thead>
<tr>
<th>School/Subject area</th>
<th>UCAS code</th>
<th>UCAS code</th>
<th>Degree/Programme of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>A100</td>
<td>MBBS</td>
<td>Medicine</td>
</tr>
<tr>
<td></td>
<td>A101</td>
<td>MBBS</td>
<td>Extended Medical Degree Programme</td>
</tr>
<tr>
<td></td>
<td>A102</td>
<td>MBBS</td>
<td>Medicine Graduate/Professional Entry Programme</td>
</tr>
<tr>
<td></td>
<td>A104</td>
<td>MBBS</td>
<td>Medicine Maxfax Entry Programme</td>
</tr>
<tr>
<td>Dentistry</td>
<td>A202</td>
<td>BDS</td>
<td>Dentistry Graduate/Professional Entry Programme</td>
</tr>
<tr>
<td></td>
<td>A205</td>
<td>BDS</td>
<td>Dentistry</td>
</tr>
<tr>
<td></td>
<td>A206</td>
<td>BDS</td>
<td>Enhanced Support Dentistry Programme</td>
</tr>
<tr>
<td></td>
<td>A207</td>
<td>BDS</td>
<td>Dentistry Entry Programme for Medical Graduates</td>
</tr>
<tr>
<td>Physiotherapy</td>
<td>B160</td>
<td>BSc</td>
<td>Physiotherapy</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>B230</td>
<td>MPharm</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Nutrition</td>
<td>B401</td>
<td>BSc</td>
<td>Nutrition and Dietetics</td>
</tr>
<tr>
<td>Nursing and Midwifery</td>
<td>B720</td>
<td>BSc</td>
<td>Midwifery Studies with Registration as a Midwife</td>
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<tr>
<td></td>
<td>B730</td>
<td>BSc</td>
<td>Nursing Studies with registration as a nurse (Children's Nursing)</td>
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<tr>
<td></td>
<td>B740</td>
<td>BSc</td>
<td>Nursing Studies with registration as a nurse (Adult Nursing)</td>
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<tr>
<td></td>
<td>B760</td>
<td>BSc</td>
<td>Nursing Studies with registration as a nurse (Mental Health Nursing)</td>
</tr>
</tbody>
</table>

### Postgraduate Programmes requiring DBS checks

<table>
<thead>
<tr>
<th>School/Subject area</th>
<th>UCAS code</th>
<th>Degree/Programme of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing and Midwifery</td>
<td>B721</td>
<td>PGDip</td>
</tr>
<tr>
<td></td>
<td>B731</td>
<td>PGDip</td>
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<tr>
<td></td>
<td>B741</td>
<td>PGDip</td>
</tr>
<tr>
<td></td>
<td>B761</td>
<td>PGDip</td>
</tr>
<tr>
<td>Education</td>
<td>Various</td>
<td>PGCE</td>
</tr>
<tr>
<td></td>
<td>Various</td>
<td>PGCE</td>
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<tr>
<td>Pharmacy</td>
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<td>MSc/Dip/Cert</td>
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<tr>
<td>Dentistry</td>
<td>N/A</td>
<td>PGDip</td>
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<tr>
<td></td>
<td>N/A</td>
<td>MClindent</td>
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<td></td>
<td>N/A</td>
<td>MSc</td>
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<td>N/A</td>
<td>MClindent</td>
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<td>N/A</td>
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<td>N/A</td>
<td>MSc</td>
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<tr>
<td></td>
<td>N/A</td>
<td>MSc</td>
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<tr>
<td></td>
<td>N/A</td>
<td>Research degrees (where applicable)</td>
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<tr>
<td>Institute of Psychiatry</td>
<td>N/A</td>
<td>MSc/Cert</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>MSc</td>
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<tr>
<td></td>
<td>N/A</td>
<td>MSc</td>
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<tr>
<td></td>
<td>N/A</td>
<td>MSc</td>
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<td>N/A</td>
<td>DClinpsy</td>
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<td></td>
<td>N/A</td>
<td>MSc/PhD</td>
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<tr>
<td></td>
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<td>MSc</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>MSc</td>
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<tr>
<td></td>
<td>N/A</td>
<td>Research</td>
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<td></td>
<td>N/A</td>
<td>MSc</td>
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<td></td>
<td>N/A</td>
<td>MSc</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>MSc+PhD</td>
</tr>
<tr>
<td></td>
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<td>MSc</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
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<tr>
<td></td>
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<td>MSc</td>
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<tr>
<td></td>
<td>N/A</td>
<td>MSc</td>
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<tr>
<td>area</td>
<td>code</td>
<td>amme of study</td>
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<tr>
<td>---------------------------</td>
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</tr>
<tr>
<td>Medicine</td>
<td>N/A</td>
<td>Advanced Neuromusculo-skeletal Physiotherapy</td>
</tr>
<tr>
<td>N/A</td>
<td>MSc</td>
<td>Clinical Dermatology (Full-time)</td>
</tr>
<tr>
<td>N/A</td>
<td>MSc/Dip</td>
<td>Dietetics</td>
</tr>
<tr>
<td>N/A</td>
<td>MSc</td>
<td>Physiotherapy (pre-reg)</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td>Research degrees (where applicable)**</td>
</tr>
</tbody>
</table>

* Note for School Direct, DBS checks may be conducted by employer school rather than King’s.
** Note that DBS checks may only be required at later stages of the programme of study (for example, depending on the content of chosen modules) or only if required of the particular topic/method of research, particularly in health or clinical related programmes. Applicants are encouraged to contact the Admissions Office for further guidance.
Appendix B: Example Covering Letter for Criminal Conviction Disclosure (CCD) form (non-DBS programmes).

For use where applicants have declared a criminal conviction. Content may vary according to programme.

[Application number]
[Address]
[Date]
Dear [applicant],

Thank you for your application to [Programme] at King’s College London. In processing your application we have noticed that you have made a positive declaration to the question regarding relevant criminal convictions. To help the College establish the details of your situation, so that we may consider whether or not this affects your eligibility for your programme, please complete the enclosed form and return it to me as soon as possible, noting the deadline stated below.

Why is King’s asking for this information?

King’s is committed to recruiting the best students on the basis of their merit and potential and preparing them for work, citizenship and personal development. This is balanced with our duty to protect the College community and the communities around us, meaning that information regarding an individual’s criminal convictions may need to be taken into account when deciding whether that individual may begin or continue their studies. We are committed to the principles of the Rehabilitation of Offenders Act 1974, and to considering all applications in a fair and equal way, using a holistic approach based on all information provided to us.

Which convictions need to be disclosed?

We usually ask applicants to disclose details of all unspent convictions, cautions, reprimands or final warnings, unless they are that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). For the majority of our courses (those not subject to a Disclosure and Barring Service check), a relevant criminal conviction is:

- A conviction or caution for a criminal offence which is not ‘spent’ or ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 119).

All cautions and convictions eventually become spent, with the exception of prison sentences of over 2 ½ years. For further guidance as to whether your conviction is considered ‘spent’ please see the Ministry of Justice guidelines here: www.justice.gov.uk/offenders/rehabilitation-of-offenders-act.

- For these purposes a ‘relevant criminal conviction’ criminal offence excludes motoring offences for which a fine and/or up to three penalty points were imposed).

Supporting information

In many cases, it is helpful for the College to have any understanding of the circumstances of an offence. If you would like to offer information of that nature, please provide a separate letter or statement with the return of this completed form.

In addition, particularly where there have been custodial sentences, we would ask for confirmation of the details of the offence, sentence and further supporting information from another source such as a probation officer or social worker. Wherever possible, we strongly advise providing a formal letter of reference from a probation officer or other suitable third party to advise on your suitability for the course.

Declarations made in error

If you have made a positive declaration in error, and in fact do not have any relevant criminal convictions, please state this on the attached form. We will update your records and proceed with processing your application.

Who will see this information?

We recognise the sensitivity of the information you are providing, and will ensure that this is kept confidential to those involved in the College’s risk assessment process. This process seeks to consider the relevance of the conviction to the programme to which you are applying, and the safety of the College community, including students, staff, visitors and property. If you would like to learn more, please search for [link to policy] in the King’s policy zone, or feel free to contact me to request a copy.

Deadline for response

Completed responses and any supporting materials should ideally be scanned and sent electronically to the named contact at the email address below.

As your application cannot be considered further until a reply is received please ensure that your response reaches me no later than [DD Month Year]. If we do not receive any reply by this date we shall assume that you no longer wish to proceed with your application and it will be deemed unsuccessful.

Please contact me if you wish to discuss any aspect of this letter.

Yours sincerely,

[Signature]
[Name], [Job title] [email address]

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9 For further details on the latest definitions of protected convictions which are ‘filtered’ from all declarations up to and including Enhanced Disclosure and Barring Service checks, see further guidance and definitions at www.gov.uk/government/publications/dbs-filtering-guidance (this also includes links to independent charities who have established useful guidance for individuals when considering their own situation).
Appendix C: Example Covering Letter for Criminal Conviction Disclosure (CCD) form (DBS programmes).

For use where applicants have declared a criminal conviction. Content may vary according to programme.

[Application number]
[Address]
[Date]

Dear [applicant],

Thank you for your application to [Programme] at King’s College London. In processing your application we have noticed that you have made a positive declaration to the question regarding relevant criminal convictions. To help the College establish the details of your situation, so that we may consider whether or not this affects your eligibility for your programme, please complete the enclosed form and return it to me as soon as possible, noting the deadline stated below.

Why is King’s asking for this information?

King’s College London is committed to recruiting the best students on the basis of their merit and potential and preparing them for work, citizenship and personal development. This is balanced with our duty to protect the King’s community and the communities around us, meaning that information regarding an individual’s criminal convictions may need to be taken into account when deciding whether that individual may begin or continue their studies. We are committed to the principles of the Rehabilitation of Offenders Act 1974, and to considering all applications in a fair and equal way, using a holistic approach based on all information provided to us.

In addition to this declaration, you will also need to undertake an Enhanced Disclosure and Barring Service check if you are applying to certain health and teaching qualifications such as those leading to professional registrations, those involving access or care for patients, children or other vulnerable groups, and/or those involving access to certain clinical environments. Such programmes include but are not limited to:

- Programmes leading to a Medicine, Dentistry, Pharmacy or Physiotherapy degree
- Programmes leading to a Nursing or Midwifery degree
- Programmes leading to a Teacher Training qualification (such as PGCE)

For these programmes it will be necessary for all applicants to undertake an Enhanced Disclosure and Barring Service (“DBS”) check. These students will be contacted separately about the DBS checking process if they are successful in being made an offer of a place, but early disclosure of any relevant convictions is encouraged. The details of your declaration will not be reviewed in our initial consideration of your application, and will not be made available to any interviewers at that stage. However, should it be recommended that you are to be made an offer, we will then check the details of your declaration as an early indication as to your eligibility. This does not preclude the need for an Enhanced Disclosure and Barring Service check or replace any future consideration of any further information provided in that DBS Check.

A DBS check will inform the College as to whether you have any relevant convictions, cautions, reprimands, final warnings. It will also provide us with any additional information held locally by police forces that is considered reasonably relevant to the course applied for. The DBS check will also check your details against the DBS ‘Barred lists’ of individuals who are unsuitable for working with children or adults.

Which convictions need to be disclosed?

You should disclose 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). We strongly recommend that you view the information available on the DBS website for further guidance and definitions at www.gov.uk/government/publications/dbs-filtering-guidance (this also includes links to independent charities who have established useful guidance for individuals when considering their own situation.)

Supporting information

In most cases, it is helpful for the College to have any understanding of the circumstances of an offence. If you would like to offer information of that nature, please provide a separate letter or statement with the return of this completed form.

In addition, it is usually helpful, particularly where there have been custodial sentences, for the College to obtain further information from another source such as a probation officer or social worker. Where possible, we advise providing a formal letter of reference from a probation officer or other suitable third party to advise on your suitability for the course. Alternatively, please give their name, contact details and your agreement that we may contact them and seek information on your offences and on their opinion of you.

Declarations made in error

If you have made a positive declaration in error, and in fact do not have any relevant criminal convictions, please state this on the attached form. We will update your records and proceed with processing your application.

Who will see this information?

We recognise the sensitivity of the information you are providing, and will ensure that this is kept confidential to those involved in the College’s risk assessment process. This process seeks to consider the relevance of the conviction to the programme to which you are applying, and the safety of the College community, including students, staff, visitors and property. If you would like to learn more, please search for link to Policy in the King’s College London’s policy zone, or feel free to contact me to request a copy.

Deadline for response

Completed responses and any supporting materials should ideally be scanned and sent electronically to the named contact at the email address below.

As your application cannot be considered further until a reply is received please ensure that your response reaches me no later than [DD Month Year]. If we do not receive any reply by this date we shall assume that you no longer wish to proceed with your application and it will be deemed unsuccessful.

Please contact me if you wish to discuss any aspect of this letter.

Yours sincerely,

[Signature]
[Name]
[Admissions Manager]
[email address]

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10 For example, ‘Unlock’ offers guidance at www.unlock.org.uk/userfiles/file/informationhub/dbsfilteringprocess.pdf
Following pages:

Appendix D: Example Criminal Conviction Declaration (CCD) Form
To be completed by applicant

Appendix E: Example Criminal Conviction Risk Assessment (internal)
To be completed by Admissions Staff
Content may vary according to programme and any requirements of professional/regulatory bodies.
Criminal Conviction Disclosure Form

Confidential

Please complete this form if requested by the Admissions Office. If you are unsure about whether or not you need to declare a conviction please read the covering notes, or contact the Admissions Policy and Enquiries Manager in confidence. Copies of our policy on Criminal Conviction declarations are available on request, or on the College Policy Zone website [link].

<table>
<thead>
<tr>
<th>Applicant’s full name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>myApplication/student number</td>
<td></td>
</tr>
</tbody>
</table>

| Programme applied for | |
|-----------------------||
| Level of study applied for: | |
| International Foundation | Undergraduate |
| Postgraduate Taught | Postgraduate Research |

| Proposed month/year of entry | |
|-----------------------------||

**Please complete either Section A or Section B as appropriate**

**Section A: Declaration made in error**

☐ I confirm that I do not hold any relevant criminal convictions, and that the positive declaration in my application form was made in error.

**Section B: Further details of relevant convictions**

Please give full particulars below of any relevant convictions or cautions (see covering letter for further guidance) or any cases pending (or where you have been reported for consideration of possible prosecution) concerning an alleged criminal offence. *Please attach additional pages if required*

<table>
<thead>
<tr>
<th>Date of offence/alleged offence</th>
<th>Date of conviction</th>
<th>Age at time of offence</th>
<th>Country/court where convicted</th>
</tr>
</thead>
</table>

Full details of the offence or alleged offence (e.g. theft, drink-driving, possession of drugs etc.)

Details of sentence/fine/other penalty or community order

Any extenuating or mitigating circumstances you wish to be considered

**Please attach additional pages if required.**

Any subsequent treatment or change in circumstances which you wish us to be aware of (you are advised to provide confirmation from a third party – see Section C)
Section C: Information from a third party

Where possible, particularly for convictions with custodial sentences, we advise providing a formal letter of reference from a probation officer, social worker or other suitable third party to advise on your suitability for the course. Providing this at this early stage will help avoid later delays. Please tick any that are provided and return with this form:

- ☐ Probation Officer
- ☐ HMP Official
- ☐ Social Worker
- ☐ Higher Education Institution
- ☐ School
- ☐ Employer
- ☐ Other:

Alternatively, please give their name, contact details and your agreement that we may contact them and seek information on your offences and on their opinion of you. Note that this is likely to add delays to your application. Please provide professional/work contact details wherever possible.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Organisation</td>
</tr>
<tr>
<td>Role/position/relationship to you</td>
</tr>
<tr>
<td>Email address</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

☐ Please tick to confirm that we can discuss in confidence with this individual: the content of this form, and their opinion of you.

Section D: Declaration

I confirm that the information given on this form is true, complete and accurate and that no information requested or other material information has been omitted. I understand that failure to declare information about a conviction (where required) or the provision of untrue or inaccurate information about a conviction may lead the College to refuse admission or to terminate without notice a student’s registration (9.1 of A2 Regulations for Admission and Registration refers).

Signed: ___________________________ Date: _______________________
<table>
<thead>
<tr>
<th>Questions</th>
<th>Notes</th>
<th>HIGH</th>
<th>MEDIUM</th>
<th>LOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the applicant disclose past convictions/cautions in the application form?</td>
<td>☐ No/attempts at concealment</td>
<td>☐ Yes, disclosure as appropriate</td>
<td>☐ Multiple instances or serious offence</td>
<td>☐ Moderately serious offence</td>
</tr>
<tr>
<td>What was the offence? (use additional forms if more than one offence)</td>
<td></td>
<td>☐ Multiple instances or serious offence</td>
<td>☐ Moderately serious offence</td>
<td>☐ Minor offence</td>
</tr>
<tr>
<td>What was the sentence?</td>
<td></td>
<td>☐ Custodial</td>
<td>☐ Suspended/ community / conditional discharge</td>
<td>☐ Warning/caution/ reprimand/ fine/ absolute discharge</td>
</tr>
<tr>
<td>When was the offence committed?</td>
<td>☐ In the past 3 years</td>
<td>☐ Between 3 and 10 years</td>
<td>☐ More than 10 years</td>
<td></td>
</tr>
<tr>
<td>Is the type/nature of the offence directly relevant to the programme applied for? How?</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>Is there a pattern of specific offences? If yes, give details</td>
<td>☐ Yes</td>
<td>☐ Some instances</td>
<td>☐ No pattern</td>
<td></td>
</tr>
<tr>
<td>Has the applicant supplied additional references? Tick all that apply</td>
<td>☐ Probation Officer</td>
<td>☐ School</td>
<td>☐ Referee(s): declare applicant unsuitable</td>
<td>☐ Referee(s) declare applicant suitable</td>
</tr>
<tr>
<td></td>
<td>☐ HMP Official</td>
<td>☐ Employer</td>
<td>☐ Referee(s): some reservations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Social Worker</td>
<td>☐ Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Higher Education Institutions</td>
<td></td>
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<td>☐ Other:</td>
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<td>Date of Birth</td>
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<tr>
<td>Programme applied for</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Level of study applied for:</td>
<td>☐ International Foundation</td>
<td>☐ Undergraduate</td>
<td>☐ Postgraduate Taught</td>
<td>☐ Postgraduate Research</td>
</tr>
<tr>
<td>Proposed month/year of entry</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Questions</td>
<td>Notes</td>
<td>HIGH</td>
<td>MEDIUM</td>
<td>LOW</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-------</td>
<td>------</td>
<td>--------</td>
<td>-----</td>
</tr>
<tr>
<td>Does the applicant/referee offer any mitigating circumstances concerning past offence/s? Brief details.</td>
<td>□ Yes □ No</td>
<td>□ No</td>
<td>□ Some mitigating circumstances</td>
<td>□ Yes</td>
</tr>
<tr>
<td>Any aggravating factors to take into account? Tick all that apply</td>
<td>□ Intent □ Harm against the person □ Exploitation □ Breach of Trust □ ‘Hate Crime’ □ Other:</td>
<td>□ Yes, serious cause for concern</td>
<td>□ Some</td>
<td>□ No</td>
</tr>
<tr>
<td>Any key factors which have changed since offence occurred (e.g. treatment?) Give brief details and evidence.</td>
<td></td>
<td>Consider as applicable to the offence and time since the offence:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant’s attitude towards offence/s?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who else has been consulted about this disclosure (partner agencies/probation officer etc):</td>
<td>Name: Position: Date consulted: Reply:</td>
<td>□ Strong reservations (give details):</td>
<td>□ Some reservations (give details):</td>
<td>□ No reservations</td>
</tr>
<tr>
<td>Any other factors to consider?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Decision**
*To be completed by Admissions Policy team*

**Considered by (tick all that apply)**

**Decision**
On consideration of the risk assessment form and other materials submitted by the applicant and others the College determines that the applicant should/should not be invited to proceed with the admissions process for the following reason(s):

Where applicant is admitted, please note any conditions, how those conditions will be monitored (and by whom) and who at the college needs to be notified of the offence and/or conditions:

Signed:

Date:

Role:

Date applicant informed of decision:

Date of any appeal:

Outcome of any appeal: