

## Disclosure Framework

### Introduction

The University is committed to equal opportunity for all students. However, we must also consider our responsibilities to the University community of staff and students and to events where we engage with the wider general public.

As such when a relevant unspent criminal conviction, HMPPS (or other criminal justice agency) licence, Court Imposed Order or similar relevant condition/restriction is declared a student will be supported by our Students in Secure Environments Team (SiSE).

SiSE has over 40 years' experience of working with criminal justice agencies across the UK and beyond and are supported by a Ministry of Justice contract to undertake support for students in prisons, secure hospitals and those with unspent criminal convictions studying in the community.

### Overview

The University seeks to admit the widest range of students who may benefit from our programmes of study based and this includes students with criminal convictions.

The University seeks to balance fairly its obligations towards applicants with criminal convictions, with its obligations to the entire student and staff community as well as those visiting the University or attending its events.

The University has a duty of care to students, staff, and visitors which is both moral – a general responsibility to promote the welfare of our students and staff – and legal, in the form of a duty to take appropriate steps to protect students, staff, and visitors.

In the area of criminal convictions, the University takes the view that it should consider all the information it is entitled to request about whether an applicant who accepts an offer of study has a relevant unspent criminal conviction as part of a holistic assessment of an individual, their suitability to study the course of their choice and the impact upon the wider university community. This assessment is undertaken with the Students in Secure Environments team in Student Additional Support by a panel of experienced managers.

The University therefore requires all applicants who accept an offer of a place to study to disclose to the University any unspent, relevant criminal convictions at **point of registration.**

Such disclosure will not result in an automatic cancellation of an offer or exclusion from the University.

Rather the nature of the offence and all relevant information pertaining to the conviction will then be considered in order to determine whether the University considers there to be any unacceptable risk of harm to the wider University community and/or make adjustments to the course of study that mitigate risks for both the student and the University community.

### **Relevant Convictions**

Relevant convictions are defined as:

- I. Offences listed in the Sexual Offences Act 2003 (in the United Kingdom; or equivalent Act for outside of the United Kingdom);
- II. Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm, or offences which resulted in actual bodily harm;
- III. Offences listed in the Terrorism Act 2006 (in the United Kingdom; or equivalent Act for outside of the United Kingdom);
- IV. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- V. Offences involving firearms, weapons, firearms, crossbows and knives;
- VI. Offences involving arson;
- VII. Fraud
- VIII. Offences of human trafficking, slavery and forced labour.

We also consider relevant convictions to be those offences related to any person under 18 considered a child under English law - see Children Act 2004.

### **Unspent versus spent convictions**

There is no requirement for an applicant to disclose a conviction which is 'spent'. An applicant who is unsure whether their conviction is 'unspent' and therefore needs to be disclosed can seek advice from the charities [NACRO](https://www.nacro.org.uk/) <https://www.nacro.org.uk/> or [Unlock](http://www.unlock.org.uk/) <http://www.unlock.org.uk/>.