

CDF1

Student Criminal Offence(s) Disclosure Form



(for the disclosure of convictions which are not 'spent')

Belfast Met aims to treat all applicants fairly and in line with the Rehabilitation of Offenders (NI) Order 1978 (as amended), the Human Rights Act 1998 and the General Data Protection Regulation (GDPR).

This form must be used to tell us about any criminal convictions which are not considered 'spent' under the Rehabilitation of Offenders (NI) Order 1978. If an applicant does not fill in this form, and the College finds out about their undisclosed convictions at a later date, they may be refused a place or asked to leave their course.

The Life at Belfast Met / Student Support section of our website (www.belfastmet.ac.uk) gives more information on our Student Criminal Convictions Disclosure policy, on which disclosure form you need to complete, and on how to work out if your convictions are spent or unspent.

The information you give on this form will be handled confidentially by the College's Safeguarding Team, in order to decide whether any risk to students, staff and visitors can safely be managed.

Disclosure does not usually prevent an applicant from being able to take up a place at Belfast Met. Occasionally, however, the College may decide that an applicant's convictions prevent them from joining a particular course, or from being able to study at the College at all.

As soon as the Safeguarding Team has made a decision, we will write to you to let you know the outcome of your disclosure.

Please complete this form as fully and as accurately as possible, using black ink and block capitals. If any sections are missed, we will not be able to process your form straight away, and this will delay your application.

Please put your completed form in an envelope marked '**Confidential**' and send it to:

**Head of Student Support
Belfast Metropolitan College
Titanic Quarter Campus, Room 3-13
7 Queens Road
Belfast
BT3 9DT**

Your name	
Your address	
Your telephone number	
Your e-mail address	
Your date of birth	
Course(s) applied for	

If you would like the support of a Student Wellbeing Officer while studying at the College, please tick this box.

Details of your unspent convictions

What was the conviction for? <i>e.g., shoplifting, common assault etc.</i>	When were you given it? <i>e.g., 2004</i>	What was the outcome? <i>e.g., probation order, custodial sentence etc.</i>

Continue on a blank page if necessary - write your name on it and attach it to this form.

Contact person for more information / referees

Please give us the full name, telephone number and e-mail address of a professional person we can contact if we need more information on your offending. This person could be a member of staff in the Police Service of Northern Ireland (PSNI), the Probation Board for Northern Ireland (PBNI) or the Northern Ireland Association for the Care and Resettlement of Offenders (NIACRO).

If you did not have contact with anyone in any of these agencies, please instead note the full name, telephone number and e-mail address of two people prepared to give us a reference on your suitability to attend the College.

Declaration

I agree to Belfast Metropolitan College processing the information on this form for any purposes connected with my studies, for my health and safety or that of others while on College premises, or for any other legitimate reason. I agree to Belfast Metropolitan College's Safeguarding Team contacting the person(s) named above for further information, as part of the risk assessment process to decide on my suitability to attend the College.

I confirm that the information I have given on this form is full and accurate.

Your signature

Date

If someone else filled in this form for you, they should print their full name and position/organisation below.

Their name

Their position/
organisation