

# CDF1

## Student Criminal Offence(s) Disclosure Form

(for the disclosure of 'unspent' convictions, any new convictions or any ongoing legal proceedings for crimes involving safeguarding or child protection matters)



### Who needs to fill in this form?

Applicants/students must use this form to tell us about:

- any 'unspent' criminal convictions
- any new convictions received after applying for, or while studying on, a course at Belfast Met
- any ongoing legal proceedings for crimes involving safeguarding or child protection matters

### Where can applicants/students get advice on the above definitions or on how to fill in this form?

Applicants/students can:

- Read our [Student Criminal Convictions Disclosure Policy](http://www.belfastmet.ac.uk) on our website [www.belfastmet.ac.uk](http://www.belfastmet.ac.uk)
- Read the [Student Criminal Disclosures](http://www.belfastmet.ac.uk) page on our website [www.belfastmet.ac.uk](http://www.belfastmet.ac.uk)
- Contact a member of the College's Criminal Disclosures Panel

### When should applicants/students send us their completed CDF1 form?

Disclosures must be made as early as possible, i.e.:

- At the same time as the online course application
- At least four weeks before the start of a 'direct enrol' course
- Immediately after any new convictions are received
- Immediately after the start of any legal proceedings for safeguarding or child protection matters

### Where should applicants/students send their completed CDF1 form?

The fully completed form can be sent to us for confidential processing in one of the following ways:

- E-mailed to the [studentsupport@belfastmet.ac.uk](mailto:studentsupport@belfastmet.ac.uk) mailbox
- Posted (in an envelope marked 'confidential') to the Pastoral Care Manager at the following address:  
**Belfast Metropolitan College, Titanic Quarter Campus - Room 3:013, 7 Queens Road, Belfast, BT3 9DT**
- Handed in (in an envelope marked 'confidential'), for the attention of the Pastoral Care Manager

### What happens next?

The Criminal Disclosures Panel will decide whether any risk to students, staff and visitors can safely be managed. As soon as the Panel has made that decision, the applicant/student will be informed of the outcome.

### What happens if applicants/students who need to make a disclosure do not fill in this form?

If an applicant/a student does not fill in this form, and the College later finds out about their undisclosed convictions or ongoing legal proceedings, they may be refused a place or asked to leave their course.

Your personal details	
Full name	
Address	
Telephone number	
E-mail address	
Date of birth	
Course(s) applied for/on	

**Details of:**

- any 'unspent' convictions (see Appendix 1 of the Policy for the definition of 'unspent')
- any new convictions received after applying for, or while studying on, a course at Belfast Met
- any ongoing legal proceedings for crimes involving safeguarding or child protection matters

<b>What was the conviction for?</b> <i>e.g. shoplifting, common assault etc.</i>	<b>When was it given?</b> <i>e.g. 2020</i>	<b>What was the outcome?</b> <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 note below the full name, telephone number and e-mail address of a professional person who can provide any further information needed on your offending. This could be someone in the Police Service of Northern Ireland, the Probation Board for Northern Ireland or the Northern Ireland Association for the Care and Resettlement of Offenders.

If you did not have contact with anyone in those agencies, please note the full names, telephone numbers and e-mail addresses of two people prepared to give a reference on your suitability to attend the College.

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**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 the College's Criminal Disclosures Panel contacting the person(s) named above for any further information needed 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 correct and complete.

<b>Your signature</b>	<b>Date</b>
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If someone else filled in this form for you, they should print their full name, position/organisation below.

<b>Their name</b>	<b>Their position/organisation</b>
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