

## Student Criminal Offence(s) Enhanced Disclosure Form

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).

Certain professions and occupations are exempt from the Rehabilitation of Offenders (NI) Order 1978 (as amended). These include teaching, healthcare, social work, counselling or any other profession or occupation which involves working with children or adults at risk.

Applicants to any of the above courses must use this form to disclose all criminal convictions and cautions that cannot currently be filtered off an Enhanced AccessNI certificate. In practice, this means that they need to tell us about all of their unfiltered criminal convictions, no matter when the offences were committed, and about any formal cautions. They must also tell us if they are currently facing prosecution for a criminal offence, given the 'excepted' nature of their chosen course.

If an applicant does not fill in this form, and the College later finds out about their undisclosed convictions, they may be refused a place or asked to leave their course. Students on courses with a work placement element need to undergo an AccessNI check before they can start their placement, so it is important to make full disclosure when applying for a course.

The Life at Belfast Met / Student Support section of our website ([www.belfastmet.ac.uk](http://www.belfastmet.ac.uk)) gives more information on our Student Criminal Convictions Disclosure policy.

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**

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

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

**Details of all of your unfiltered spent and unspent convictions, any formal cautions, and information about any criminal offence(s) for which you are currently facing prosecution**

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