



## Disclosure of Criminal Convictions/Ongoing Police Investigations Procedures

Oaklands College has a statutory duty to promote the welfare of children, young and vulnerable people receiving education and training at the College, while providing a safe environment for all to learn and work in.

The College asks students to disclose previous criminal convictions/ongoing investigations at three points within the recruitment cycle. These stages are application, enrolment and interview. Any potential student who discloses a criminal conviction or an ongoing investigation is considered on a case by case basis and the following procedures apply.

### Disclosures at point of application, interview or enrolment

If a student declares a relevant criminal conviction at each point of application as follows:

- Application – The executive office will send a Criminal Convictions/pending investigation disclosure form to the applicant requesting more information around the declared conviction/investigation. The form is then risk assessed upon completion and a decision is made to either proceed with the application or book a meeting with the applicant.
- Interview - The interviewer will flag this as part of the process using the online system but complete the interview as normal. The offer will be made as conditional. Declaration paperwork is then sent by the executive office and once returned a decision is made to either proceed with the application or book a meeting with the applicant.
- Enrolment – The individual will meet with a member of the Safeguarding team to complete the Declaration paperwork. This is then assessed and a decision is made to either proceed with the application or book a Safeguarding meeting with the applicant.

Risk Assessment meetings will involve the Head of Department and a member of the Safeguarding team and all students rated as High need the approval of the Principal to enrol.

- All information on convictions will be sourced/confirmed with an external agency and references may be requested from professional agencies i.e social care, police, probation/youth offending services
- All disclosures and documents are confidentially recorded on Promonitor/My Concern.

Factors that will be considered when assessing the suitability and any risk posed by an individual will include:

- Nature of offence i.e. violent, sexual, behavioural theft, Possession of drugs or intent to supply.
- Date of offence
- Age at time of offence
- Any mitigating circumstances
- The age of any victims
- Are there any risks to students/ staff?

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- The severity of the offence will determine measures that need to be put in place to safeguard the person and others.
- Appropriateness of the chosen Curriculum i.e students with criminal conviction entering the Care sector where progression/jobs may be blocked by DBS checks.
- Any other relevant information that increase the severity of crime i.e. robbery vs robbery with a weapon.
- Are there any existing bail or probation conditions
- To what extent is the person engaging with external services and meeting conditions, targets etc.

Action to be taken by staff:

- The safeguarding team may request any existing Risk Management plans completed by Youth offending or probation services to be shared with the college.
- Any crimes of a sexual nature will require a Herts Risk assessment management plan (RAMP), severe cases require the County safeguarding team and police involvement. This should take into account all aspects of college life including activities on and off the campus.
- Information will be shared with the Head of Department, relevant teachers and support staff.
- If it is decided the applicant can be managed/supported to access college on their chosen programme, conditions targets and a probationary period will be set at the interview by the Head of Department and the Safeguarding and Wellbeing Manager or Director of Inclusion and Progression and will be a condition of enrolment.
- All disclosures and outcomes of risk assessments are confidentially recorded on Promonitor/My Concern

### Disclosures by students already enrolled

If the College becomes aware a student has a relevant criminal conviction or is part of an ongoing investigation that has not been disclosed, the College reserves the right to withdraw the offer to study at the College.

All cases will be considered on a case by case basis and a decision to progress to a risk assessment is to be agreed with the Senior Leadership Team (SLT)/Designated Safeguarding Lead.

Depending on the nature of the offence and any other related factors i.e. bail conditions, potential risk to students/staff, the nature of the offence, the suitability of their course, students may be suspended or be unable to attend college or take part in college activities/ trips and visits.

Where there is a delay or a student is unable to access College for over a week arrangements will be made for them to receive work and have contact with their tutors. A letter detailing arrangements and conditions of suspension will also be sent to the student and their parent/ carer if under 18. The executive office sends the Criminal Convictions form for completion and seeks references from relevant agencies i.e. YOT, Probation services, solicitors or police. If the student discloses to a safeguarding team member or a tutor the student will be asked to meet with a member of the Safeguarding team in a timely manner to complete the declaration paperwork to gather more information on offences/investigations. The risk assessment will then be completed by the member of safeguarding team and sent to the Safeguarding & Wellbeing manager and/or SLT to review. Students may then be invited in for a meeting with a member of the Safeguarding team and their

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Head of Department and a decision will be either made then or after in consultation with the Principal.

Where a Student can no longer study at the College due to the nature of the offence a decision will be issued in writing.