

## Declaring Criminal Convictions

### Guidance Notes for Applicants

**Having a criminal record will not necessarily bar you from a place at College. Your enrolment will depend on the course you want to do and the nature and circumstances of your offence.**

The College has a duty of care to all its students, staff and visitors to ensure their safety and well-being. It also has a duty to safeguard and protect any of its students who are under 18 or who are vulnerable in other ways.

In order to help us to meet these responsibilities we require anyone wishing to study at the College to disclose to us any unspent criminal convictions. We do not require you to supply further information on your application or enrolment form, but we will contact you to discuss your situation on an individual basis. Depending on the nature of your conviction, your application may then be referred to a Risk Assessment Panel, including the manager of the course you have applied for. We will write to you to inform you of the outcome of your application, including any conditions attached to an offer of a place (if applicable).

Under the terms of the Data Protection Act 1998 any information you give us regarding your criminal conviction is classed as 'sensitive data' and will only be used in relation to your application to join a course at The Bedford College Group.

If you have a conviction, but you are not sure whether or not it is spent, please contact the Nacro Resettlement Advice Service on 0300 123 1999, email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or check their website [www.nacro.org.uk](http://www.nacro.org.uk)

You are not required to declare any spent convictions unless you are seeking a place on one of the designated courses in Care and Childcare for which you must complete a Disclosure and Barring Service check:

If you are applying for one of the designated courses mentioned above, you will be required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

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**Failure to disclose an unspent criminal conviction may result in disciplinary action and/or your place at College being withdrawn.**