

**Criminal Record and Code of Conduct Self-Declaration**

**For Division of Nursing, Midwifery, Social Work and**

**Division of Human Communication, Development and Hearing applicants**.

As you are aware your offer of a place **is conditional** on satisfactory Disclosure and Barring Service (DBS) clearance. You will be required to complete a full electronic Enhanced DBS check when you have joined the programme, in Welcome Week. If you are already registered with the DBS Update Service, you will be asked to provide your permission for the University to check the Update Service, instead of applying for a new DBS disclosure. Following initial successful DBS clearance, regular DBS and health reviews are undertaken throughout the course.

Failure to disclose any information at this stage, which is later discovered, will be viewed most seriously and will result in a reconsideration of your suitability to commence or continue on the programme. In addition, it is a requirement that you immediately notify the School of any ongoing criminal investigations, before awaiting the outcome of those investigations. Applicants and students are warned that failure to disclose information, or providing incorrect or misleading information, would be a serious matter and could be regarded as dishonest.

**Please carefully read, complete, sign and return this form to the address noted below by 1 June 2019.**

**Applicant Name: ………………………………………………………………….**

(Please print your **full name** here)

**D.O.B: ……………………… University ID number …………………………………**

**Current address: …………………………………………………………………......................................................................**

**…………………………………………………………………...........................................Post Code.........................................**

**Tel no: .......................................... email…………………………………**

**Programme applied for (please tick):**

|  |  |
| --- | --- |
| BNurs |  |
| BMidwif |  |
| MA Social Work |  |
| BSc Speech and Language Therapy |  |
| BSc Healthcare Science (Audiology) |  |
| MSc Audiology |  |
| MSc Deaf Education |  |

**Intake date Year**: ............................... **Month**: ..................................

When you have completed this form, please check the details, sign and date it and return to:

**Admissions Office (BNurs programme)**

**The University of Manchester,**

**School of Health Sciences**

**Admissions Office, Room G.314, Jean McFarlane Building, Oxford Road, Manchester M13 9PL**

Or by email to [ug.nursing@manchester.ac.uk](mailto:ug.nursing@manchester.ac.uk)

**1. Introduction**

It is a requirement that all students who are admitted to the afore mentioned programmes, have undertaken:

1. enhanced checks by the Disclosure and Barring Service (DBS) and its successors; *and*
2. a health check, usually by means of a self-declaration.

All offers of a place on the above programmes are subject to satisfactory completion of the above.

The University wishes to preserve entry to a wide range of people from diverse backgrounds and does not wish to automatically exclude students who have a criminal or disciplinary record, or have previously experienced poor health. We recognise that in many instances, there is no simple criterion of suitability and thus, each case will be assessed individually.

While completion of this form may assist the University in making a prospective judgement as to your suitability to undertake these programmes, all students will undergo formal DBS and health checks at the start of the programme, in Welcome Week.

Positive criminal record self declarations will be considered confidentially by the Division’s DBS Panel and applicants may be required to offer further information and be interviewed by members of the panel. Once the panel has considered all relevant information they will notify applicants of the outcome. In the event that your offer is withdrawn, you will be informed of the general reason (subject to any restrictions on passing on confidential information contained within the Data Protection Act 1998).

Please read and complete the following sections carefully. If you are unsure how to proceed or have any queries, contact Louise Davies (Admissions Manager) on 0161 306 7620 who will advise you. The information that you provide will be treated as confidential within the organisational boundaries of the relevant programmes but may be shared with other relevant professional regulatory bodies, for the purpose of deciding suitability for admission. All information will be stored in compliance with the Data Protection Act 1998, which also provides the statutory right of access to personal information.

**Please note**; if you decline to provide additional relevant information or otherwise assist in this process, the offer of a place on the programme may be withdrawn. Failure to disclose relevant information which is subsequently discovered could lead to a suitability investigation and your exclusion from the programme.

**2. Criminal convictions and legal records**

The programme for which you have applied is exempted from certain provisions of the Rehabilitation of Offenders Act 1974, and information about **all** previous convictions must be provided. A conviction does not automatically debar a student and the University will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances. You will be offered the opportunity to make further representations in writing and you may be invited to discuss your application directly with the Division’s DBS panel.

|  |  |  |
| --- | --- | --- |
| **Please tick yes or no for each question** | **Yes** | **No** |
| Have you ever been convicted of any offence by any court? |  |  |
| Have you ever been cautioned? |  |  |
| Have you ever received a Penalty Notice for Disorder (PND) |  |  |
| Have you ever been reprimanded? |  |  |
| Have you ever been bound over? |  |  |
| Have you ever received a final warning? |  |  |
| Have you ever been disqualified from working with children by an order under the Criminal Justice and Court Services Act (2000)? |  |  |
| Do you have any prosecutions pending? |  |  |

**If you have answered 'yes' to any of these questions**, please give full details below.

|  |
| --- |
| **Further details of any criminal convictions and legal records** (date, court, offence, sentence, outcome, charge, etc.).    *Please continue on a separate sheet if necessary – clearly marked with your name and stapled to this form.* |

**3. Disciplinary record, unprofessional conduct, and notifiable listings**

Members of the public who receive health and social care services are entitled to expect the highest standards of reliability and integrity from health and social care professionals and it is imperative that qualifying awards are held only by those whose personal and professional conduct merits this trust. Please answer the following questions carefully. If you answer 'YES' to any of the questions, you will be contacted by the admissions manager or tutor who will seek further information about your circumstances and may make other relevant inquiries to colleges and former employers to enable an informed decision to be made about your application. You will be offered the opportunity to make further representations in writing and you may be invited to discuss your application directly with a representative of the Division’s positive DBS panel.

**Please tick yes or no for each question**

|  | **Yes** | **No** |
| --- | --- | --- |
| Are you currently the subject of any disciplinary investigation? |  |  |
| Have you ever had a disciplinary finding against you? |  |  |
| Have you ever had your employment terminated for unprofessional behaviour or misconduct? |  |  |
| Have you ever been suspended or disqualified from any professional training programme? |  |  |
| Have you ever been suspended or deregistered for professional misconduct by any other professional register? |  |  |
| Have you ever been listed upon the Protection of Vulnerable Adults (POVA) register, the Protection of Children Act list (POCA), or Section 142 of the Education Act (2000), (formerly List 99)? |  |  |
| Have you previously enrolled upon a nursing, midwifery, social work, speech and language therapy or healthcare science (audiology) training programme? |  |  |

**If you have answered 'yes' to any of these questions**, please give full details below.

|  |
| --- |
| **Further information on disciplinary record, unprofessional conduct, and notifiable listings** (outcome, date, employer, course, college, reason for non-completion, etc.).  *Please continue on a separate sheet if necessary – clearly marked with your name and stapled to this form.* |

**4. Your declaration**

I understand that the information that I have provided is not in place of a formal Enhanced Disclosure and Barring Service disclosure, will be checked against the formal DBS disclosure and that my signature affirms that this is a full and accurate declaration.

I understand that if I refuse to provide additional relevant information or otherwise assist in this suitability process that the offer of a place on the programme may be withdrawn.

I also understand that failure to disclose relevant information is regarded as a serious matter and that if it is discovered after I have been accepted upon the programme, it could result in a suitability investigation which may lead to exclusion from training.

I agree that the information that I give may be used to assess my suitability for nursing, midwifery, social work, speech and language therapy, audiology or deaf education training and that, subject to the principles outlined in the Data Protection Act (1988), it may be shared with relevant professional regulatory and other bodies

Signature …………………………………………………………………………………….

Date………………………………………………………