

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

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

**Division of Psychology, Communication and Human Neuroscience applicants**

As you will be aware, your offer of a place in the School of Health Sciences at the University of Manchester **is conditional** on completing a satisfactory code of conduct self-declaration. When you have commenced your programme, you will be required to complete a full electronic Enhanced Disclosure & Barring Service (DBS) check. 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. Please note: If you have spent a continuous period of 6 months or more resident at a fixed address in ANY non-UK country in the past 5 years, you will also need to obtain the relevant overseas police clearance document from each country that this applies to.

Failure to disclose any information during the admissions 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 Division 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. The programme team will review the information you supply on this form. We may contact you to seek clarification of relevant information and may invite you to meet with us to help you explain the circumstances leading to any previous conviction or caution. Note that the programme team reserves the right to withdraw the offer of a place if the information you supply poses a sufficient concern relating to our programme regulations and the requirements for professional registration.

Should you need to update any information in relation to Code of Conduct or DBS self-declaration after you have submitted this form, you must inform us in writing of any changes immediately.

**Please carefully read, complete, sign and return this form to the email address noted below by 7 July 2025.**

**Applicant Name (**please print your full name)**:**

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

**Current address:**

**Post Code :**

**Tel no: email :**

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

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

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

When you have completed this form, please check the details, sign and date it and return by email to one of the following:

ug.nursing@manchester.ac.uk (for BNurs)

ug.midwifery@manchester.ac.uk (for BMidwif)

ug.slt@manchester.ac.uk (for BSc Speech and Language Therapy)

ug.audiology@manchester.ac.uk (for BSc Health Care Science, Audiology)

pgtaught.socialwork@manchester.ac.uk (for MA Social Work)

pgtaught.audiology@manchester.ac.uk (for MSc Audiology and MSc or PG Diploma Deaf Education)

msc.adultnursing@manchester.ac.uk (for MSc Adult Nursing)

**1. Introduction**

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

1. a health check, usually by means of a self-declaration
2. a code of conduct self-declaration

and once registered, students will complete:

1. an enhanced check by the Disclosure and Barring Service (DBS) and its successors.

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 Suzanne Eden (Admissions Manager) at Suzanne.eden@manchester.ac.uk 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 in the UK or any other country? |  |  |
| Have you ever been cautioned in the UK or any other country? |  |  |
| Have you ever received a Penalty Notice for Disorder (PND) in the UK or any other country? |  |  |
| Have you ever been reprimanded in the UK or any other country? |  |  |
| Have you ever been bound over in the UK or any other country? |  |  |
| Have you ever received a final warning by the police in the UK or any other country? |  |  |
| 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 in the UK or any other country? |  |  |

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

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| **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 attached to this form.* |

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

Members of the public who receive health and social care services or associated specialist services are entitled to expect the highest standards of reliability and integrity from the professionals who work with them 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** |
| --- | --- | --- |
| Have you ever been or are you currently the subject of any disciplinary or Fitness to Practice investigation? |  |  |
| Have you ever had a disciplinary or Fitness to Practice finding against you? |  |  |
| Have you ever had your employment terminated for unprofessional behaviour or misconduct? |  |  |
| Have you ever resigned to avoid disciplinary action as a result of unprofessional behaviour or misconduct? |  |  |
| Have you ever been suspended or disqualified from any professional training programme? |  |  |
| Have you ever been suspended, deregistered, or barred for professional misconduct by any - professional register or professional organisation? |  |  |
| 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, deaf education, or healthcare science (audiology) training programme **and either failed to progress and/or were excluded or discontinued**? |  |  |
| Have you ever resigned from a nursing, midwifery, social work, speech and language therapy, deaf education, or healthcare science (audiology) training programme to avoid a disciplinary or Fitness to Practice investigation or judgement? |  |  |

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

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| **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 attached 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 to inform the School immediately and in writing, should there be any changes or additions to the information provided above.

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 (2018), it may be shared with relevant professional regulatory and other bodies.

Signature:

Date: