Declared Criminal Conviction Risk Assessment Form

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| **Name of offer holder or student** |  |
| **Programme**  (if applicable) |  |
| **Year**  (if applicable) |  |

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| --- | --- |
| **What was the offence(s)?** | **Age when offence(s) committed** |
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| **Did the offer holder/student declare past convictions/cautions?** | Yes | No | Additional notes: | If NO: question the offer holder/student why:   * If mitigating circumstances then complete the assessment * If no mitigating circumstances, investigate why and proceed with assessment if deemed appropriate   If YES complete the assessment |

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| **Has the offer holder/registered student submitted a statement reflecting on the offence(s) committed?** | Yes | | No | |  | If NO pause the process whilst statement is requested  If YES continue with assessment | | |
| **RISK LEVEL IN RELATION TO QUESTIONS:** | | | | | | **HIGH** | **MEDIUM** | **LOW** |
| What is the sentence? |  | | | | | Custodial | Suspended, conditional discharge | Warning, caution, reprimand, fine absolute discharge |
| When was the offence committed? |  | | | | | In the past three years | Between 3 and 10 years | More than 10 years before |
| Is the type/nature of the offence a concern regarding the safeguarding of students staff and other members of the community? | Yes | No | | Act | | Yes | Some concerns | No |
| Yes | No | | Perception | | Yes | Some concerns | No |
| Is there a history of repeat offending? | Yes | No | |  | | Yes | Some instances | No |
| Were there any mitigating circumstances at the time of the offence(s) | Yes | No | |  | | Mitigating circumstances still present | Mitigating circumstances partially resolved | Mitigating circumstances resolved |

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| **References reviewed by the Panel** | | | | | | |
|  |  | | **Additional notes** | **Risk Assessment** | | |
| Additional reference(s) received? (Including pre-sentence report and/or probation report) | Yes | No |  | **High**  Referees/report declare offer holder unsuitable | **Medium**  Referees/report share some reservations | **Low**  Referee/report declare offer holder suitable |
| Do the reference(s) declare the offer holder/registered student suitable for attendance at the College and participation in the life of the College? | Yes | No |  |
| Any aggravating factors to take into account (e.g. intent/harm/exploitation/breach of trust): | | | What has changed since offence occurred? (e.g. treatment etc.)  Offer holders attitude towards offence(s): | | | |
| Who supplied additional references? (partner agency/ probation officer/former employer etc.) | Name:  Position:  Date: | | | | | |
| Name:  Position:  Date: | | | | | |
| Name:  Position:  Date: | | | | | |

**CRIMINAL CONVICTIONS RISK ASSESSMENT GROUP – CONCULSIONS**

The Group has reviewed and understands the College’s policy on the recruitment of offer holders (and for registered students) who have declared a criminal conviction. This has been recognised during the deliberations of the Group. On consideration of the risk assessment form and other documents submitted by the offer holder or registered student and other parties, the Group believes that:

* The risk assessment procedure should be suspended to enable the gathering of more information/evidence.
* The offer holder/student should have their offer withdrawn.
* The offer holder/student should be allowed to continue with their offer.
* The offer holder/student should be allowed to continue with their offer subject to certain conditions and support arrangements as listed below:
  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The reasons for the decision:

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**FURTHER DECISIONS**

The Group may also wish to discuss what action should be taken should the behaviour at the College not be of an acceptable level. The action may include:

* Disciplinary action
* Exclusion from the College
* Requirement to adhere to a support programme
* Other

The Group should also decide

* Who is responsible for the monitoring of the students behaviour
* Who in the College needs to be advised of the circumstances of the offer holders admissions/students continuation of study

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chair of the Panel) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have the right of appeal against this decision. If you feel that this decision is unfair, you may appeal as per Stage 3 of the procedure.

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| Date offer holder/student informed:  Copy of outcome letter attached? Y/N  Details of additional attachments/appendices/reports/letters from offer holder/student or referee or probation officer  Form completed by: (name) (signed) (date) |

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| Title | Declared Criminal Conviction Risk Assessment Form | Author | Head of Quality Assurance |
| Location | NCH Academic Handbook | Approved by | Academic Board |
| Version | 3.1 | Last updated | November 2018 |
| Publication date | November 2018 | Review date | November 2020 |
| Related policies | Declaration of Criminal Conviction Risk Assessment Procedure; Admissions Policy | | |
| External Reference Point | UK Quality Code: Admissions, Recruitment and Widening Access | | |