

UCL Academic Manual

Chapter 1: Student Recruitment and Admissions Framework

Annex 1.4

## Criminal Convictions Declaration Policy and Procedure

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### Policy

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1. UCL must balance its responsibilities to provide a safe and secure environment for its staff, students and visitors with its responsibilities towards the individual. As such, prior to being admitted to UCL, applicants must declare, subject to the Rehabilitation of Offenders Act 1974, any relevant criminal convictions to UCL.

Current students must also declare any relevant criminal convictions to UCL as soon as they are obtained. Information on what is meant by 'spent', 'unspent' and 'conviction' can be found in the UK Government's [Guide to the Rehabilitation of Offenders Act](#).

2. UCL considers the following offences to be relevant.
  - Any kind of violence against the person including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
  - Offences listed in the Sex Offences Act 2003.
  - The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
  - Offences involving firearms.
  - Offences involving arson.
  - Offences listed in the Terrorism Act 2006.
  - Offences involving use of a computer to gain unauthorised information/data.

3. If a conviction involves an offence similar to those set out above, but was made by a court outside of the UK, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, this conviction must be declared.
4. Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this policy, unless a PND has been contested or the terms of an ASBO breached and this has resulted in a relevant criminal conviction.
5. For programmes requiring an enhanced DBS check, all convictions, subject to the Rehabilitation of Offenders Act 1974, are considered to be relevant.
6. If an applicant or student requires advice on UCL's Criminal Conviction Policy they should contact the Admissions Office. Impartial advice is available from the independent charity Unlock.
7. All candidates wishing to undertake certain programmes where they may potentially come into unsupervised contact with children and/or "vulnerable adults" must declare, at the point of application, any spent or unspent convictions or punishments that would appear on a criminal records check, regardless of whether UCL classifies them as relevant.
8. Candidates on the following programmes may come into unsupervised contact with children and/or vulnerable adults and will therefore need to undertake a DBS Enhanced Disclosure certificate during the admissions process:

Medicine MBBS

Pharmacy MPharm

Postgraduate Certificate/Diploma of Education (PGCE/PGDE)

DPsychotherapy Child and Adolescent Psychoanalytic Psychotherapy

DClinPsy Clinical Psychology

DEdPsy Educational and Child Psychology

DEdPsy Professional Educational, Child And Adolescent Psychology

MSc Speech and Language Sciences

PG Dip Cognitive Behavioural Therapy (Psychosis)

PG Cert Low Intensity Cognitive Behavioural Interventions

There are a number of additional programmes that may require a DBS check, depending on location of study, modules or project.

9. Applicants who are undertaking programmes where they are not required to declare any criminal conviction at the point of application, are asked to declare any relevant convictions once an offer of admission has been made. Applicants are required to make this declaration via the UCL Applicant Portal.
10. Current students should declare a criminal conviction as soon as it has been obtained.
11. Whenever a conviction is declared, the individual will be contacted in writing and asked to provide full details of the offence, conviction and sentence. Where appropriate they can also give permission to contact a third party, such

as a probation officer or social worker who can provide further information. All information provided will be treated with confidentiality and only used to assess risk to the individual, other students, staff or visitors of UCL.

12. Once information has been obtained from the candidate an Assessment Panel (consisting of the Vice Provost (Education and Student Affairs), Director of Access and Admissions, Director of Student Support and Wellbeing, and a representative from the academic department the candidate is applying to or is a member of) will be convened to consider the case.
13. The Assessment Panel will conduct a risk assessment and consider actions that could practicably be taken to mitigate any identified risks without detriment to the individual's ability to pursue their chosen programme of study.

They will then either:

(a) Confirm the admission/continual registration of the student. Such confirmation may impose conditions aimed at mitigating any identified risk. Where conditions are imposed, the Director of Access and Admissions or nominee will write to the applicant to inform them.

Conditions imposed on entry may include, but are not limited to, the following:

- Residence in a student hall is prohibited.
- Mandatory registration and appointments with UCL's Student Support and Wellbeing Services.
- Occupation Health referral

(b) Recommend that the student not be admitted to UCL or, if a current student, their registration be terminated. In such cases, an applicant's offer of admission will be withdrawn.

14. Should an applicant not declare a conviction during the admissions process that comes to light prior to, or following, enrolment then an offer of admission may be withdrawn, or a student's registration may be terminated.
15. Should the Panel recommend at any stage that an individual not be admitted to UCL, or an enrolled student's registration is terminated, they have the right of appeal to the President & Provost of UCL.
16. For programmes where students will come in to unsupervised contact with children and/or "vulnerable adults" an enhanced disclosure certificate is sought from the Disclosure and Barring Service (DBS), the Government agency established to provide employers and others with information about any criminal convictions that an individual might possess. A fresh check will be required for your programme of study, or you may provide details if you are signed up to the DBS Update Service. For those who have spent time abroad Overseas Police Checks from the relevant countries will also be required.
17. When a conviction is returned on either the DBS certificate or Overseas Police Check then the Assessment Panel will be convened where a risk assessment will be carried out, including consideration of any fitness to

practice guidance of relevant professional bodies, such as the General Medical Council.

18. UCL complies with the DBS code of practice including the secure storage, handling, use, retention and disposal of DBS disclosures and disclosure information and with its obligations under the Data Protection Act, 2018.

19. Queries regarding DBS checks for current students should be referred to the Student Centre, Student and Registry Services, email: [studentstatus@ucl.ac.uk](mailto:studentstatus@ucl.ac.uk).