

APPENDIX 3 CRIMINAL RECORDS CONSIDERATION PROCEDURE FOR APPLICANTS**General Provisions**

1. All criminal records are assessed by the Convictions Consideration Panel (CCP), using the CCP form for Assessing Criminal Records (Form CCP1).
2. A conditional offer of a place to study at a Conservatoire School cannot be confirmed until and unless a completed Self-Disclosure Form (Form SD1) has been received by the School. Failure to submit a completed Form SD1 by the requested date may result in a conditional offer being withdrawn.

Overview of Procedure

3. The Criminal Records Consideration Procedure is made up of the following parts (the relevant page numbers of the Assessment Form are provided below):

A) Initial Assessment (Table A) – page 3

The CCP undertake an Initial Assessment for all completed Self-Disclosure Forms containing criminal record information. The CCP will determine whether the result of the Initial Assessment is Green, Amber or Red. Where the Initial Assessment result is Green or Red, the CCP will either move to a Final Decision (Part G). Where the Initial Assessment result is Amber, the CCP will continue to follow the procedure through to Part B.

B) The Convictions Consideration Panel Disclosure Discussion (Table B1 and Table B2) – pages 4-5

This takes place when the Initial Assessment has been deemed 'Amber'. This is where the CCP interviews an applicant to gather more information about the criminal record.

C) Case Assessment (Table C1, Table C2 and C3) – page 5

This is completed following the Disclosure Discussion, to facilitate the Risk Assessment (Part D).

D) Risk Assessment: Concerns and Safeguards (Table D1 and Table D2) – pages 6-8

This is completed after the Case Assessment. The CCP will also use the Risk Assessment to determine whether an enhanced DBS check is needed (this would only be needed in the event of a course which requires students to undertake some regulated activity).

E) Decision pending Official Disclosure (pending DBS check results) – page 9**F) Assessment following Official Disclosure** – page 10

Where a DBS check is being undertaken, the CCP will initially complete Part E pending receipt of the results of the DBS check, and will complete Part F on receipt of the results.

G) Final Decision – page 11

In all circumstances, the CCP will complete Part G. Sometimes they will move straight from the Initial Assessment (Part A) to the Final Decision (Part G).

4. All completed Self-Disclosure Forms (Form SD1) containing information regarding a criminal record require consideration by the CCP, and will be passed to the CCP for an Initial Assessment.

Consideration Procedure

5. At the point of making a conditional offer, the School requests the applicant to complete a Self-Disclosure of an unspent Criminal Record form (Form SD1) by a specific date.
6. The School Contact (senior member of staff at School not involved in the admissions decision) receives self-disclosure form from applicant
7. The School Contact checks whether all self-disclosure forms have been returned by the stated deadline
 - a. If on time, School Contact instigates 'Consideration Procedure' by passing information to the Panel;
 - b. If out of time, School Contact uses discretion to determine whether admissions process can proceed/continue, referring to Principal/Director of the School as necessary, however a conditional offer cannot be confirmed until and unless a completed Self-Disclosure Form (Form SD1) has been received by the School.
8. The School Contact passes all self-disclosure forms (Form SD1) which contain information indicating an applicant may have a relevant criminal conviction, to the CCP for consideration.
9. CCP undertakes Initial Assessment of Criminal Record using the Consideration Criteria (Appendix 2), and determines whether a Disclosure Discussion (Part B) is needed with the applicant:
 - A. Where no Disclosure Discussion is needed, the CCP will move straight to a Final Decision (Part G), bypassing the other sections of the consideration procedure.
 - B. Where a Disclosure Discussion is needed, the CCP will progress to Part B and follow the procedure through.
10. Either following the Initial Assessment or having progressed through the procedure (as applicable), the CCP reaches a Final Decision (Part G of the Criminal Records Consideration Procedure) as to whether the applicant may have a conditional offer of a place on the programme of study confirmed.
 - Where a Final Decision cannot be reached, the final judgement as to whether or not a conditional offer can be confirmed rests with the Principal/Director of the School. The Principal/Director of the School, in consultation with the Convictions Consideration Panel, will make the final decision as to whether or not the conditional offer of a place can be confirmed/still stands. (Advice may be sought from CDD Shared Services.)
11. The Final Decision for Applicants may be one of the following:
 - Confirm conditional offer of a place
 - Confirm conditional offer of a place (with measures/conditions attached)
 - Not admit to the programme of study

12. Applicant is notified in writing of Final Decision and reasons normally within 14 days of the CCP Final Decision being signed, including their right to appeal under the Admissions Appeals and Complaints Procedure (see individual School websites for this policy).

Right of Appeal against a Final Decision

13. An appeal and/or complaint can be made under specific grounds of appeal and complaint, which are found in the Admissions Appeals and Complaints Procedure (see individual School websites for this policy, along with the timeframes for submitting an appeal and/or complaint against the CCP Final Decision.