

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

SCHOOL OF LIFE AND MEDICAL SCIENCES DISCLOSURE AND BARRING SERVICE PROCEDURE

(formerly Criminal Record Bureau (CRB) Procedure)

In December 2012 the Criminal Record Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged into the Disclosure and Barring Service (DBS). This new organisation will provide a joined up, seamless service. Further legislative changes will be published on the DBS website. <http://www.homeoffice.gov.uk/> and will be integrated within this procedure as required.

1 Purpose

1.1 This procedure applies to all students on, and applicants applying to programmes conferring eligibility to register with a professional, statutory or regulatory body within the School of Life and Medical Sciences. It also applies to students within the School who require a Disclosure and Barring Service check prior to undertaking curricula-related work experience or project work with vulnerable groups. The procedure includes the procedures that should take place prior to registration with the University of Hertfordshire and the procedures for managing students who obtain a Disclosure and Barring Service record whilst registered on a programme. This procedure should be read in conjunction with UPR SA13 Student Discipline.

1.2 To protect the public, the programme providers are required to take account of the existence and nature of all:

- criminal convictions¹
- cautions
- reprimands
- final warnings/ penalty notice for the disorder
- ongoing police investigations
- driving offences that result in a criminal conviction

Under the Rehabilitation of Offenders Act 1974, health and social work programmes are exempt and no conviction is ever considered spent.

1.3 The existence or acquisition of the above is not in itself an automatic bar to registration or continuation on a programme of study.

2 Procedure prior to registration on University of Hertfordshire programmes

2.1 All offers of study to home and overseas applicants will be made subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Check and/or equivalent process.

2.2 Applicants and potential applicants will be made aware that the offer of a place is subject to certain conditions including a self-disclosure of any criminal activity (section 1.2 above) regardless of whether the offence was committed in the United Kingdom or overseas. The University will take account of any crime anywhere in the world, provided that the conviction is for an offence, which would have been an offence in the United Kingdom at the time it was committed.

2.3 Applicants will be advised that it is their responsibility to identify any criminal activity and non-disclosure will be treated seriously.

¹ This refers to convictions that are both 'spent' and 'unspent' (see glossary).

- 2.4 Applicants and potential applicants with an existing Disclosure and Barring Service record who seek personal guidance from an admissions tutor will be advised to submit a Self-Disclosure Form (Appendix 1) for consideration by a Disclosure and Barring Service Panel (section 4). The admissions tutor will explain that they are not permitted to comment on personal, individual situations and will refer them to the Disclosure and Barring Service website <http://www.homeoffice.gov.uk/dbs> for further advice.
- 2.5 All home and overseas applicants that are either offered a place on a programme or invited to attend for interview will be sent the Self-Disclosure Form (Appendix 1) by the University Central Admissions Service (CAS) either with their letter of invitation to an open day or with their offer letter. Where an offer letter is sent, the applicant will be advised to return the completed form to the relevant admissions tutor.
- 2.6 Home and overseas applicants who are invited to attend for an interview will be advised that the Self-Disclosure Form should be brought to the interview in a sealed envelope. Following the interview and if the applicant is to be offered a place on a programme, the envelope will be opened by the admissions tutor or designate. The Self-Disclosure Forms of applicants who are not offered a place will be destroyed unopened by the admissions tutor or designate in accordance with UPR IM08 Data Protection.
- 2.7 All successful applicants who disclose any offence on the Self-Disclosure Form will have their form referred to the Disclosure and Barring Service Panel (section 4). After reviewing the information, the Disclosure and Barring Service Panel will make a decision as to whether the applicant can be accepted onto the programme. If appropriate, the applicant will be invited to be present at this meeting.
- 2.8 Through the offer process applicants are advised by an admissions tutor that having accepted the offer a DBS Enhanced Check will be applied for. The DBS application process will normally be completed prior to registration or in the week when the programme commences.
- 2.9 Overseas applicants may only have been present in the UK for a short period of time, therefore in addition to the DBS Enhanced Check they will normally submit a Certificate of Good Conduct from their country of origin or where this is not possible, the applicant may sign a Statutory Declaration in front of a solicitor to confirm that they have not been convicted of any criminal activities (Appendix 3).
- 2.10 Normally applicants will attend University whilst a DBS Enhanced Check is underway; however, attendance at a clinical placement *will not* take place until a satisfactory DBS Enhanced Check and/or equivalent has been received. This applies to all existing home and overseas students.
- 2.11 Exceptionally, if an allegation(s) of an offence is of a serious nature, at any stage of the proceedings the student's programme of study may be subject to interim conditions or interim suspension from the placement/ programme. Such conditions or suspension will be instigated by the programme tutor in consultation with the Head of Department or designate and relevant partner agencies, as appropriate. Interim suspension is not a sanction and does not imply guilt: it is used only for patients' or clients' and/or the student's own protection; where colleagues, staff or fellow students would be compromised; or otherwise in the public interest. The appropriateness and period for interim Conditions or Suspension will be reviewed on a two-weekly basis by the programme tutor until the investigation is complete.
- 2.12 Any criminal activity identified by the DBS Enhanced Check process will require investigation; this may delay the student's progress on his/her programme unless it has been previously "cleared" by a Disclosure and Barring Service Panel.
- 2.13 If a DBS Enhanced Check reveals new information or information that causes concern regarding a 'cleared' case which has been considered previously by a DBS Panel, a Panel will be convened to further discuss the case.

- 2.14 Any criminal activity not declared on the Self-Disclosure Form but subsequently identified on the DBS Enhanced Check will be investigated by a Disclosure and Barring Service Panel.

3 Procedure for students who acquire a Disclosure and Barring Service Check during their time of study

- 3.1 Annual DBS Enhanced Checks may be required for certain programmes. For programmes where this is not a requirement, students must complete a Declaration of Disclosure and Barring Service Form (Appendix 2) prior to progression to the next level of study.
- 3.2 All criminal activities (section 1.2 refers) acquired during a course of study will be referred to a Disclosure and Barring Service Panel (section 4). Depending on the nature of the offence, the Disclosure and Barring Service Panel may decide that it is necessary to implement an interim suspension whilst the case is being investigated (section 4).
- 3.3 If a student delays or fails to disclose any criminal activity to the relevant Programme Officer (usually the programme tutor or designate) and it is considered that such behaviour calls into question their suitability on a programme, they may be referred to the School Fitness to Practise procedures.
- 3.4 When a student is charged with a criminal offence during their time of study they are required to report the matter to the Dean of Students who will notify the Secretary and Registrar (UPR SA13, 'Student Discipline' refers).

4 Disclosure and Barring Service Panel procedures

- 4.1 The Programme Officer (normally the admissions tutor or programme tutor) will refer an applicant/continuing student to the Disclosure and Barring Service Panel without undue delay.
- 4.2 The Disclosure and Barring Service Panel will normally meet within fifteen (15) working days of notification. Any proposed practice placements will normally be deferred until after the Panel has met. Students on practice placement will normally be removed from practice until after the investigation.
- 4.3 Where this applies to an existing student, he/she will be informed in writing by the Chair of the Disclosure and Barring Service Panel that his/her case has been referred to the Panel and to help promote equality, he/she will be asked to share with the panel any relevant mitigation, disability or equality matters. Information received will be used to ensure that reasonable adjustments are made to proceedings and to provide clarification around the case being considered.
- 4.4 The Chair of the Panel will send a letter via the e-mail address provided by the applicant/student and by recorded delivery to the applicant/student informing them that their presence is required to establish the facts surrounding his/her case. He/she will be invited to bring to the attention of the Chair any equality or disability information; in all cases, where he/she has informed the Chair of a disability or equality matter, reasonable adjustments will be made to support the student.
- 4.5 The Disclosure and Barring Service Panel will normally be chaired by either a Head of Department, Associate Dean of School or designate who will determine the membership of the panel, which will normally consist of:
- A nominated Programme Officer;
 - A representative from a health or social care partner who is a registrant with the relevant regulatory body²;
 - A representative from another discipline within the School, where appropriate
 - A representative of the Dean of Students, where appropriate

Where previously arranged, persons giving disability/equality support also may be present.

² If the practice representative is unable to attend, the meeting may be adjourned. However, if contact is available through other telecommunication means, the panel may continue at the discretion of the Chair

- 4.6 The applicant/student will be informed that he/she may be accompanied by another person. This may be someone from a professional/student association or trade union officer or friend to act as his or her Adviser at the meeting. Although the applicant/student might, for example, invite a lawyer or a Trade Union representative to act as his or her Adviser, it should be noted that the person attends the Panel purely in an advisory capacity and does not therefore, act as the applicant/student's representative. Where he/she wishes to be accompanied by a Student Adviser at a Panel, he/she should inform the Chair of the Panel, at least two (2) working days beforehand. A Student Adviser will only be permitted to address the Panel if asked direct questions by the Panel members; however the applicant/student may consult freely with his/her Adviser at any time. It would be appropriate for a student's personal tutor to act as an advisor where there was no conflict of interest considered.
- 4.7 If an applicant/student is unable to attend a Panel, there is no provision for some one else to present his/her case on their behalf. However, a Students' Union Officer may be invited to observe the proceedings related to the applicant/student's case.
- 4.8 If the applicant/student does not attend and has not invited a Students' Union Officer to observe proceedings, the Panel may proceed if members are satisfied that all reasonable efforts have been made to notify the applicant/student of the date/time/venue of the Panel. Where an applicant/student has contacted the Chair of the Panel in advance notifying them of justifiable reasons for non-attendance, suitable alternative arrangements will be made.
- 4.9 An audiotape recording of the meeting will not normally be allowed. However suitable adjustments will be made if required in keeping with the University of Hertfordshire Equality and Diversity procedure (UPR EQ03) provided that the applicant/student has informed the Chair of this requirement in advance.
- 4.10 Notes of the proceedings will be taken by a member of the professional staff in narrative format (not verbatim) and agreed with the Chair of the Panel for record purposes only. The notes will preserve the confidentiality of the applicant/student and will not normally be circulated, however should there be any subsequent appeal, the notes may be referred to by relevant parties with the permission of the Chair of the Panel.
- 4.11 At the Panel meeting the Chair of the Panel will:
- confirm with panel members that they have no external links with the applicant/student and therefore no conflict of interest is present;
 - verify that appropriate adjustments have been put in place for applicants/students who have previously highlighted a disability and/or equality issue;
 - remind members that the matters dealt with are confidential and must not be discussed outside the Panel by individual members;
 - introduce themselves and the roles of panel members present together with an outline of the panel proceedings and the reasons for them;
 - notify the applicant/student that notes will be taken for record purposes only preserving confidentiality of the applicant/student;
 - remind the applicant/student that they may consult with their Adviser at any time;
 - inform the applicant/student that the University retains the right to share any information that is required to disclose with any potential or existing employer or statutory body.
- 4.12 The decision of the Disclosure and Barring Service Panel will be confirmed in writing to the applicant/student by the Chair of the Panel within seven (7) working days of the Panel with details of the appeals process as appropriate.
- 4.13 If the case relates to an applicant, a copy of the letter will be sent to the relevant admissions tutor and placed in the student's file; if the applicant is registered on the programme, the admissions tutor will pass on this copy of the letter to the relevant programme tutor. If the applicant does not register on the programme the copy of the letter will be destroyed in accordance with UPR IM08 Data Protection.

- 4.14 If the case relates to a student already registered on a programme, copies of the letter will be placed on the student's electronic file in the appropriate confidential section, accessible only by nominated individuals and the programme tutor notified or their paper file and sent to the relevant programme tutor.
- 4.15 Notes related to the case will be lodged on the student's electronic file in the appropriate confidential section, accessible only by nominated individuals or the student's paper file in a sealed envelope marked private and confidential. The Panel Chair will sign and date across the sealed area to ensure the information contained within the envelope is stored with due regard to confidentiality. The envelope may only be opened following permission from the Chair of the Panel or the Dean of Students.

5 Decisions and Consequences

- 5.1 Applicants/students are informed that the University retains the right to share any information that it is required to disclose with any potential or existing employer or statutory body.
- 5.2 When making a decision, relevant factors are considered such as:
- the number of offences;
 - the type and nature of each offence;
 - the time elapsed since each conviction (if appropriate);
 - the sentence(s) imposed and the form and period of any rehabilitation undertaken;
 - any pattern of convictions and any change in circumstances since conviction;
 - the circumstances surrounding the offence, e.g. personal maturity;
 - any relevant disability or equality matters.

The Panel will also take into account whether each offence had been fully disclosed, partially disclosed or not disclosed beforehand.

- 5.3 Depending on the nature of the offence or charge, an applicant/student may be:
- allowed to register or continue on their programme with no further action required;
 - allowed to register or continue on their programme but:
 - an action plan is completed in conjunction with the programme tutor or designate to provide ongoing support and monitoring of the student;
 - is given a first warning;
 - is given a final warning;
 - temporarily suspended from studying whilst necessary investigations are completed;
 - declined the opportunity for registration on to a programme;
 - withdrawn permanently from the programme.
- 5.4 Following the Disclosure and Barring Service Panel decision to award a first/final warning, the panel will consider any other warnings on the students file and review their decision accordingly. A student would not normally be able to hold two first or two final warnings on their file. If the student has a final warning from any other university procedure or policy, and a second final warning is recommended, the decision must be reviewed and the student would normally be withdrawn from the programme.
- 5.5 In making decisions, the Disclosure and Barring Service Panel will follow any guidance made available by relevant professional and regulatory bodies. If an applicant is declined registration or prevented from further study on the basis of a declared criminal offence, the reasons for doing so will be explained.
- 5.6 If the student is permitted to continue with his/her programme and attend practice placements knowledge of the criminal offence will remain confidential to the University. However, if the criminal conviction has been referred by or there has been known involvement of practice placement providers, the Chair of the Panel will liaise with the relevant Programme Officers regarding the information that may be shared with practice placements. Any student may request a letter to take to a practice placement provider confirming that the student has been through appropriate DBS scrutiny and has been permitted to study on the programme and attend clinical placements.

- 5.7 If a student is suspended from a programme their bursary/grant or salary may be affected. The student's programme tutor and programme administrator will manage bursary issues where relevant.

6 Right to appeal

- 6.1 The applicant/student will be informed in writing of his/her right to appeal to the Vice Chancellor. Any appeal must be submitted in writing to the Vice Chancellor within fifteen (15) working days of the date on which the decision taken by the Panel was communicated in writing to the applicant/student. The grounds for appeal must be clearly stated.

- 6.2 An appeal may be made solely on one or more of the following grounds:

- There has been a material administrative error or procedural irregularity in the conduct or proceedings;
- There was unfairness or impropriety on the part of a panel or panel members;
- There is new information, relevant to the case, which has not already been considered and which could not have been reasonably produced at the time of the panel.

Any applicant/student wishing to have the decision of the Panel reviewed should seek immediate guidance from the Office of the Dean of Students and/or Student's Union.

- 6.3 Upon receipt of the written submission the Vice-Chancellor will consider whether there is sufficient justification to merit a review. All written appeal submissions will be sent to the Dean of Students or nominee for opinion.

- 6.4 The Vice-Chancellor may refer the case back to a new DBS Panel if necessary to review any procedural irregularities, unfairness or impropriety on the part of a panel or panel members to consider any new evidence that was not available at the original hearing. Where new evidence is presented, the purpose of the review panel will be to consider the appropriateness of the decision made taking into account the new evidence.

7 Monitoring of Proceedings, Penalties and Sanctions

- 7.1 An annual report will be produced each year by the Associate Dean (Academic Quality Assurance – Practice Enhancement); relevant analysis of trends, outcomes, equality data and specific issues arising during the year will be reported. The Associate Dean (Academic Quality Assurance – Practice Enhancement) (or designate) will report to the School Academic Committee on an annual basis (see Appendix 4)

8 Relevant Professional Documentation

This procedure has been informed by the following:

Health and Care Professions Council. (2012) *Standards of conduct, performance and ethics*. London. HCPC <http://www.hpc-uk.org/publications/standards/index.asp?id=38>

Glossary

Enhanced DBS Check	Enhanced Checks are available in cases where an employer is entitled to ask exempted questions under the Exceptions Order to the Rehabilitation of Offenders Act 1974. This includes any organisation whose duties involve students, staff or volunteers who work with children or vulnerable adults. Enhanced DBS Checks contain all unspent and spent criminal convictions as well as cautions, reprimands, warnings and details of non-conviction or intelligence information held on police records.
Self Disclosure Form	A form sent to all applicants either before or after a formal offer is made to study at the University providing applicants with an opportunity to self disclose any history of conviction, caution, reprimand or final warning given to him or her by the police for a criminal offence.
Spent conviction	Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. This applies to less serious offences only. (Note though that for Students on Health Programmes, no conviction is considered spent).
Unspent conviction	There are certain convictions, which can never become 'spent' under the Rehabilitation of Offenders Act 1974. These convictions must always therefore be declared if s/he is asked about her/his past convictions. This happens when the crime is of a serious nature and when a prison sentence of more than two and a half years is given.
Children	Persons yet to reach their 18 th birthday
Vulnerable adults	Under section 115 (4) (a) of the Police Act 1997, Regulations have been published defining a vulnerable adult as someone who receives personal or healthcare Service provided by the NHS, other hospital or in their home and has a learning or physical disability or mental illness, which as a consequence makes them 'vulnerable' i.e. incapable of protecting themselves from assault or other physical abuse. (The Police Act 1997 (Enhanced Check and Barring Service Certificates) (Protection of Vulnerable Adults) Regulations 2002).

SELF-DISCLOSURE FORM for APPLICANTS

In order to protect the public, health and social work programme providers are required to take account of the existence and nature of **any criminal conviction (spent or unspent), caution, reprimand, final warning, ongoing police investigation or driving offence that has led to a criminal conviction which would not be filtered from the Police National Computer when it is processed by the DBS.** (Details of what offences will be filtered can found on the DBS website at: <https://dbscheckonline.org.uk/index.php>).

An integral part of professional education and practice entails practice placements. These experiences may be with 'vulnerable' people such as children, adolescents, the elderly, people with mental health issues or people with learning disabilities. Therefore, it is important that the University is aware of the background of all applicants and monitors all criminal activity.

All applicants must complete this form indicating whether or not they have a positive record related to any criminal activity identified in paragraph 1 above. If a positive declaration is made, applicants are required to provide information to indicate the date, nature of the offence(s) and penalties. Health and social work programmes are exempt from the provisions of the Rehabilitation of Offenders Act (1974) and applicants should be aware that no conviction, caution, reprimand or final warning is ever regarded as being 'spent'.

Note: declaration of any of the activities identified above will NOT automatically rule out an applicant; the University retains the right to share with any potential or existing employer or statutory body any information that it is required to disclose.

If accepted onto a programme of study, an application will normally be made for a Disclosure and Barring Service (DBS) Enhanced Check shortly before or during the first week of the programme. The DBS will check your details against records held on police computers, and also against lists of people barred from working with vulnerable adults and/or children. The DBS Enhanced Check result/outcome from Police National Computer will be communicated to the University, please bring your DBS Enhanced Check to the University, if requested.

Any discrepancy between the information on this self-disclosure form and the DBS Enhanced Check will be investigated and could result in exclusion or expulsion from the programme.

Instructions to Applicants

Please complete the following sections. If you are attending the University for an Interview, please bring this form with you in a sealed envelope labelled with your name and application number and hand this to the interviewers.

If you have been offered a place and are not attending for an Interview, return the form to your Admissions Tutor in the envelope provided.

Full Name:.....

Programme:.....

Application Number:..... **Date of Birth:**.....

Contact Telephone Number*: **E-mail*:**

**This telephone number/e-mail will be used if we need to discuss anything regarding your self-disclosure form*

Have you ever been convicted, or received a caution, warning or final reprimand for a single offence, including a driving offence that has resulted in a criminal conviction, that will not be filtered from the Police National Computer when it is processed by the DBS?

Yes* **No**

***If 'Yes', you are required to fully complete the sections overleaf.**

If you are unsure what filtering is, or which offences qualify for filtering, please contact us or seek further guidance at <http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/>

If offered a place, I understand that I must immediately inform the Admissions Tutor of any criminal convictions, cautions, reprimands, final warnings from the police, ongoing police investigations, driving offence's resulting in criminal convictions which occur between today's date and the date of commencement of the Programme.

Signature: **Date of Completion of Form:**

SELF-DISCLOSURE FORM: FURTHER INFORMATION REQUIRED

(Only for applicants who answered YES to the declaration)

Do you have a disability? Yes*/No

**If you have indicated 'Yes' and would like us to take this into consideration to support you at the panel hearing proceedings please notify the Chair of the panel two (2) days before the panel hearing, if you are invited and/ or required to attend a DBS panel'*

On this paper please:

1. List the offence(s) giving the nature and date of the offence(s), sentence(s), fine(s) and/or other outcome(s).
2. Give full details of the specific nature of the offence(s). This should include the circumstances and background to the offence(s).
3. Describe the effects that the offence(s) may have had on the victims, if any.
4. State why, despite the above record, you think that you are a suitable candidate for this programme of study.

Please use additional paper if required making sure your name and application number is written on each sheet. Please secure additional pages to your form.

University of Hertfordshire
School of Life and Medical Sciences

APPENDIX 2

**DECLARATION OF DISCLOSURE and BARRING SERVICE FORM:
SELF-DISCLOSURE for CONTINUING STUDENTS**

All students are required to complete this form before progressing to the next level of study.

Print Name:	
Student ID Number	
Programme:	
Name of Programme Tutor	

I declare that I have received **NO** convictions, cautions, warnings or final reprimands including driving offences that result in a criminal conviction and that I am not involved with ongoing police investigations since my original Disclosure and Barring Service (DBS) screening, which was undertaken at the start of my programme of study at the University of Hertfordshire. If you are in doubt about the nature of your convictions, you should seek clarification.

Signature: **Date:**

If for any reason you are **unable to sign** the above statement, please contact your Programme Tutor immediately.

Please return the completed form by *(insert date)* to:

Shalini Sharma
DBS Administrator
School of Life and Medical Sciences
Room: 1F254 Wright Building, College Lane Campus
Ph.: 01707 286449
Email: s.sharma27@herts.ac.uk

University of Hertfordshire
School of Life and Medical Sciences

APPENDIX 3



<date>

Dear <name of applicant/student>

Re: <name of programme>

According to our records you have lived abroad, as an adult, for 6 months or more and therefore one of the following is required:

Garda/Overseas Clearance
Certificate of Good conduct
Statutory Declaration – see guidance below

A Certificate of good conduct or alternatively a Statutory Declaration is required which can be obtained from a commissioner of oaths or via a solicitor, further information is attached.

Please photocopy the document – keep a copy and put the original in an envelope addressed to Shalini Sharma and hand this into the administrators' office 1F254 in the Wright Building. This document must be handed in before <insert date>

You will not be allowed to attend any practice placements associated with your programme if this document is not received.

Yours sincerely

Shalini Sharma
DBS Administrator

University of Hertfordshire
Disclosure and Barring Services (DBS) Enhanced Checks

Notes of guidance on Statutory Declaration process

The University admits a number of students including, but not confined to, some who had come to the UK from other countries immediately prior to the commencement of their programme at the University. For example, in Ireland, the University understands that there are no procedures for obtaining an equivalent to a DBS Enhanced check, and arrangements for obtaining “police checks” from the Garda are different. Other students entering the UK from elsewhere, for example, refugees may be unable to obtain police checks from their countries of origin. However organisations providing essential practice placements look to the University to provide some re-assurance as to the background and honesty of our students.

The University’s procedure is to ask students to swear a Statutory Declaration as to their previous conduct in those instances where DBS Enhanced checks were not obtainable (because the students had only just arrived in the UK) **AND** where local police checks from the country of origin were impossible. Each student, in these circumstances, needs to produce a short statement stating that they have previously been of good conduct and have no criminal record. You will need to take this to a firm of Solicitors and ask to swear a declaration to this effect. Solicitors in England will charge £5 - £10 for undertaking this service (they are not permitted to charge any more than this). It is important that you attempt to draw up the Declaration yourself: if you ask the Solicitor to do this for you (a) they will charge you for their time in doing it, and (b) you will then have to take it to *another* Solicitor to swear it.

The attached document provides a specimen Statutory Declaration which you can use as the basis of your own one. The sections in *italics* need to be personalised to your own circumstances. Some paragraphs are obviously optional: if you are female and have never been married, you should not include the paragraph about any previous name.

Once the Statutory Declaration has been sworn you need to take the original to Shalini Sharma, DBS Administrator – a copy will be placed onto your file. (The original document is yours to retain.) There will then be no need for any further action on your part. However, you will be required to complete an annual self-declaration to progress through your programme of study.

You are reminded you that, like the DBS Enhanced Check procedure itself, this process is essentially a “static” one: it records the position at a particular moment in time. If you do get involved in any problems with the police that result in an investigation, a conviction, caution, bind-over or anything similar, you are required under University Regulations to notify us formally about this.

Statutory Declaration of X Y

I, [X Y of nn ZZZZZ Way, Royston Vasey, Hertfordshire, HPn nHX], do make this statement and declare as follows:

1. That I am a [British] citizen.
2. That I was born on [nn June 19nn, in Manchester], and have lived throughout my life in [England].
3. That my surname at birth was [Aaaaaa] , and I married Mr [Ssssss on dd/mm/yy since which time I have used the surname [Aaaaaaa].
4. {Extra paragraph may be required here according to the circumstances of your arrival in the UK}
5. That I have no criminal convictions, nor Bind Overs, nor cautions or other findings or orders of a criminal nature, spent or unspent, in [name of country of origin if not UK] or in the United Kingdom and I am of good character.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Signature of Declarant

Declared at

this day the.....

Before me.....
(Signature of Solicitor)

