

# Criminal Convictions Policy

## 1. Scope and Purpose


- 1.1. In order to meet the above responsibilities, the college requires all learners to disclose or otherwise bring to the College's attention any convictions, pending sentencing or bail conditions to enable the college to review the potential risk posed by their enrolment. The college will assess the risk with each applicant, or learner if the disclosure is made following enrolment on a course, to determine the level of risk posed by the conviction or bail condition to both the individual and/or to others.
- 1.2. The individual will be required to complete a Criminal Convictions declaration form (Appendix A) providing the College with further information about the offence and, if required, contact details for any relevant third party e.g. a probation officer or YOT. Where required additional information will be sought from relevant agencies with the agreement of the individual involved. Continuing enrolment at the college may be dependent on the individual's co-operation in the process including providing agreement for the college to contact the necessary external agencies.
- 1.3. Sex offences must be disclosed if the applicant/learner is included on the Sex Offenders Register.
- 1.4. If a learner does not disclose a criminal conviction, pending sentencing or bail conditions at application or enrolment which are later disclosed, the college reserves the right to withdraw the learner from their course and/or request that the learner does not return to college until the risk assessment process has been completed.
- 1.5. The College will take all reasonable steps to respond to any disclosure at the time of application/enrolment. However, it is the responsibility of the learner to advise their progress tutor/academic coach or to contact one of the college's safeguarding team (details are displayed on all campus sites and/or the college intranet and are on the reverse side of your ID card) to ensure the necessary risk assessment processes are completed.
- 1.6. This notice applies to Loughborough College Group, its colleges, and its subsidiaries. References to the Group or College refer to all parts of the group.

## 2. Policy Statement

- 2.1. The College Group is committed to the fair treatment of all learners and welcomes applications from a wide range of individuals including those with criminal convictions.

Name:	Criminal Convictions Policy	Owner:	Student Recruitment
Document Reference:	SR-PCG-004	Last Review:	August 2025
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We are committed to equality of opportunity and select individuals based on their skills, qualifications and experience and not on their background or personal circumstances. Having a criminal conviction, pending sentencing or bail conditions will not necessarily prevent someone from studying at the College.

- 2.2. The College Group, however, has a duty of care to its learners, staff and the wider community to act reasonably to protect their health, safety and welfare. Consequently, the College Group requires applicants to disclose all unspent convictions (save for minor motoring offences) on their application, at their enrolment and upon re-enrolment. If a learner is convicted or placed on bail while on a college course, the learner must advise their progress tutor/academic coach or one of the College Group's Designated Safeguarding Leads.

### **3. Impact Assessments**

- 3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.
- 3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.
- 3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.
- 3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.


### **4. Spent Convictions**

- 4.1. Spent convictions are not considered to be relevant and an applicant or learner is not required to reveal them unless that applicant/learner is intending to enrol onto a Child Care or Health and Social Care course or any course where a Disclosure and Barring Service (DBS) check is required.
- 4.2. Advice regarding whether a conviction is spent and should be declared can be obtained from the appropriate agency e.g. youth Offending Team/ Probation service or by visiting the online calculator [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk) or [www.unlock.org.uk](http://www.unlock.org.uk) for advice.

### **5. Policy**

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5.1. Where applicants have advised us of any criminal convictions the College Group will follow the process below to determine the outcome of the individual's application (Appendix C);

- Additional information will be requested on a form to be completed and returned (Convictions Process)
- Where necessary a risk assessment may be requested from a qualified professional source (CCRA Form)
- A decision not to admit an applicant due to unacceptable risk will be at the discretion of a college nominated Panel.

5.2. In addition, where the College Group is aware that a specific notification of conviction will mean they are unable to attend required placements or gainfully commence employment within their chosen sector this will be notified to the applicant and alternative options investigated.

5.3. Learners can expect an inclusive and supportive learning environment whatever their background. This policy will ensure a fair and equitable process is applied when reviewing an applicant/learner's suitability for a course.

## **6. Appeals Process**

6.1. Should a learner be notified that they are unable to take up their place due to a Conviction and wish to appeal the decision then are able to do so in writing to the Director of Governance and Legal Services via email at the following email address - [Appeals@loughcoll.ac.uk](mailto:Appeals@loughcoll.ac.uk). The appeal should state any additional information that has not been included in the Convictions form that have already been provided. The appeals team will pass the appeal through to the Appeal Panel to review and consider.

## **7. Location and Access**

7.1. This document can be found here:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

## **8. Linked Policies and Procedures**

8.1. You may wish to view the following policies:

- Learner Recruitment Policy
- Data Protection Policy

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- Safeguarding Policy
- Student Charter

## 9. Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title

## 10. Appendix

- 10.1. Relevant forms referred to in this policy may be found on the Loughborough College Group website.

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