



# Checking people who have been found guilty of a crime



This document was written by **Cardiff and Vale College**. It is an easy read version of '**Screening of Applicants and Learners who are Ex-Offenders Policy**'.

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# Our rules for checking people who have been found guilty of a crime



We want all learners to be treated equally and fairly.



We want to support all learners so they can achieve the best they can when learning.



We will support them to develop the skills they need.



We want to support people who have been found guilty of a crime. As long as we can make sure no one else is put at risk.



Learners must tell us if they have any **convictions**.



A **conviction** is when someone has been found guilty of a crime and has a criminal record.

### The college will:



- Make sure we have clear plans for how we will work with people who have criminal **convictions**,



- Make sure staff are trained so they understand the plans and rules,



- Make sure everyone knows how our plans and rules will affect them,



- Give advice to people who have criminal **convictions**,



- Record information about this policy and how we deal with issues. And keep up to date with laws and guidance,



- Check what we do to make sure it works,



- Make sure we treat people equally and fairly.



## These rules cover:



- All learners



- All staff

- Anyone who does any work for the college

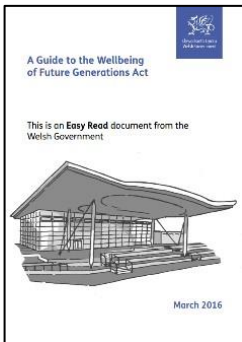


- All visitors

Important laws and guidance we must think about:



- Rehabilitation of Offenders Act 1974
- Social Services and Well-being (Wales) Act 2014



- Children Act 1989
- Children Act 2004
- Well-being of Future Generations (Wales) Act 2015

# Hard words

## Conviction

This is when someone has been found guilty of a crime and has a criminal record.