

# Screening of Applicants and Learners who are Ex-Offenders Policy

## Scope and Purpose of Policy

This policy is underpinned by the Group's vision – Inspirational, Inclusive and Influential and will support our work towards the key drivers of Quality, Efficiency and Growth.

Applicants with unspent criminal convictions are given every opportunity to take an appropriate course at Cardiff and Vale College providing the College can maintain its duty to provide a safe and secure environment for its learners, staff and visitors. Disclosure of unspent convictions is a condition of enrolment and re-enrolment and learners will be required to disclose unspent convictions on an ongoing basis.

This policy applies to all full-time and part-time applicants who have unspent criminal convictions as defined by the Rehabilitation of Offenders Act (1974). This policy applies to these learners applying to or enrolling on learning programmes regardless of mode or location of study and all staff within the college. **Some professions are exempt from this Act and as a result spent and unspent convictions may impact on an individual's ability to enrol on certain courses.** The Policy applies to all applicants to the College, although the extent to which all aspects of the Admissions Policy that may be applied will depend on individual course requirements.

The College adheres to the policies of all partners and franchise organisations where they are the lead recruiter. If a partner does not have a policy then they will be required to follow this one.

## Policy Statements

The policy will incorporate the following principles:

- Those who access Cardiff and Vale College Group must be **free from discrimination**.
- Learners will be supported to **enable** them to achieve their **potential** whilst in learning, in an environment which removes or minimises disadvantage, takes steps to meet their needs and which encourages participation.
- We will support learners to develop the skills they need to **progress** successfully through their lives.

The College is committed to:

- Developing procedures to outline how the requirements of the policy will be carried out in practice and which will fully meet associated legislation and guidance. These will be fair and transparent procedures for the processing of applicants who are ex-offenders.
- Ensuring that applications are processed in a timely manner, taking into account all the available facts.

Revision No:	6
Last Revision Date:	15/06/2021
Next Revision Date:	06/2023

- Outlining roles and responsibilities as part of the linked procedures.
- Training all staff fully in the linked procedures and the underpinning legislation and guidance; this training will be at an appropriate level for their role.
- Informing all those affected by this policy and the linked procedures of their content along with implications for them; this will include partners and franchise organisations.
- Offering advice and guidance to applicants who are ex-offenders.
- Providing the necessary resources to enable the linked procedures to be achieved efficiently and effectively.
- Recording and monitoring data associated with this policy and its procedures, paying particular reference to any external requirements such as legislation, guidance etc.
- Reviewing the above data to consider the effectiveness of this policy and its procedures to support continuous improvement.
- Ensuring that all prospective learners are treated consistently, impartially and without bias.

## Responsibilities

### **The Governing Body will be responsible for ensuring that:**

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

### **The Senior Planning Group will be responsible for:**

- Reviewing this Policy and the attached procedures.
- Monitoring the application of the procedures, supporting staff to adhere to the policy and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices eg admissions, tutorial etc support the principles of this policy and associated procedures.

### **The Dean of Quality Improvement is responsible for:**

- Maintaining the currency of this policy and associated procedures.
- Ensuring the allocation of appropriate resources to meet the requirements of the policy and associated procedures.
- Providing appropriate training and development.
- Ensuring that appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

<b>Revision No:</b>	6
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**All Staff are responsible for:**

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of this policy and the procedures and working in a way that does not contravene their contents.
- Working within the requirements of Data Protection and GDPR.
- Communicating effectively with staff to ensure the needs of learners are met.
- Attending CPD events on aspects relevant to the success of this policy and associated procedures.

**Learners are responsible for:**

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Following procedures related to this policy.
- Providing feedback on the policy in learner focus groups and via other opportunities.

## Legislation and Guidance

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  
All Wales child protection procedures (2008)

## Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

## Health and Safety Implications

There are no Health and Safety implications for this policy. Any H&S implications of research activities will be covered by the research procedures.

## Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language ie making it easier for people to use in their day-to-day life.

## Linked Policies

- Equality and Diversity
- Health and Safety
- Data Protection
- Quality
- Teaching, Learning and Assessment
- Safeguarding
- International Admissions
- HE Admissions
- Criminal Records Disclosure

## Linked Procedures

- Equality and Diversity
- Health and Safety
- Data Protection
- Safeguarding
- Screening of Ex-Offenders

## Communication and Storage

This policy is published on the company website.  
This policy is stored on the company intranet.  
This policy is shared with learners.

## Glossary

None

## Approval, Change and Review

This policy is reviewed every 2 years.

There is a Welsh version of this document available.

**Date approved:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Review date:** \_\_\_\_\_

**Responsible Manager:** Head of ALN & Wellbeing

**Executive Lead:** \_\_\_\_\_

**Accessible to Students:** \_\_\_\_\_