# Criminal Convictions Disclosure Form

*Confidential*

Please complete this form if requested by the Open College of the Arts (OCA). If you are unsure whether or not you need to declare a conviction please read the covering letter and accompanying policy document.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name |  | | | | | | | |
| Date of birth |  | | | | | | | |
| Course applied for |  | | | | | | | |
| Level of study applied for  (please indicate) | Foundation |  | Undergraduate | |  | Postgraduate | |  |
| Proposed start date |  | | | | | | | |

*Please complete* ***either*** *Section A or Section B as appropriate*

## Section A: Further details of relevant convictions

Please provide full particulars of any relevant convictions or cautions (see covering letter and accompanying policy document for further guidance), any cases pending or where you have been reported for consideration of possible prosecution concerning an alleged criminal offence. *Please attach additional pages if required.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date of offence  /alleged offence | Date of conviction | Age at the time of offence | Country/court where convicted |
|  |  |  |  |

***Please indicate the nature of the relevant offence***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Violence: including (but not limited to) threatening behaviour, intent to harm, actual bodily harm |  |  | Offences involving firearms |  |
| Sexual offences: including those listed on the Sexual Offences Act 2003 |  |  | Offences involving arson |  |
| The unlawful supply of controlled drugs or substances |  |  | Offences involving terrorism |  |

***Further details of the relevant offence***

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|  |

***Details of the sentence, fine, other penalty or community order***

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|  |

## **Section B: Declaration made in error**

## *I confirm that I do not hold any relevant criminal convictions, and that the positive declaration in my enrolment form was made in error. Signed Date* **Section C: Information from a third party**

If a student or prospective student is not serving a custodial sentence but, as a consequence of conviction for a relevant offence, is subject at any time to any order, restriction or arrangement imposed by a court or other authorised body in connection with:

* release on licence;
* an alternative to a custodial sentence;
* the protection of the public, or a section of the public;
* preventing, restricting or managing offending behaviour of any kind;

OCA must be made aware of any such order, restriction or arrangement as soon as possible.

OCA will then seek to determine any restrictions of service required to ensure the student does not inadvertently break the terms of licence through access to services provided by OCA, and to protect the OCA Student Community as a whole.

Please provide the name, contact details and your agreement that that OCA may contact your Probation Officer/ Parole Supervisor/other HMP official.

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Job title |  |
| Email |  |
| Address |  |
| Telephone number |  |
| I confirm my consent for OCA to discuss in confidence my conviction in respect of restrictions of service provision relating to my enrolment. | |

## **Section D: Declaration**

*I confirm that the information given in this form is true, complete and accurate and that no information requested or other material information has been omitted. I understand the failure to declare information regarding a relevant criminal conviction, or the provision of untrue or inaccurate information regarding a criminal conviction may lead to refusing the enrolment, or to the termination of an existing enrolment.*

*Signed Date*

Please return this form as instructed in the covering letter, marked ‘Confidential’.

You will be notified of any necessary restrictions of service in writing and based on any necessary restrictions the Learner Support team will discuss with you the feasibility of study and how we can support you.

If you have made a positive declaration in error, and in fact do not have any relevant criminal convictions, please state this on the attached form. We will update your records and proceed with processing your enrolment.

### **Who will see this information?**

OCA recognises the sensitivity of the information you are providing, and will ensure that this is kept confidential and restricted to only those members of staff involved in the enrolment and risk assessment process.

### **Deadline for response**

Completed responses and any supporting materials should ideally be scanned and sent electronically to the named contact at the email address below. If your licence restrictions do not permit use of a computer/email/internet, please post your response to the address above and mark the envelope ‘***Private & Confidential – For the attention of Learner Support’***

As your enrolment cannot be processed further until a reply is received please ensure that your response reaches me no later than **<<insert date>>**. If we do not receive any reply by this date we shall assume that you no longer wish to proceed with your enrolment and your enrolment form will be securely disposed of.

Please contact me if you wish to discuss any aspect of this letter/form.

Yours sincerely,

Learner Support Adviser

learnersupport@oca.ac.uk