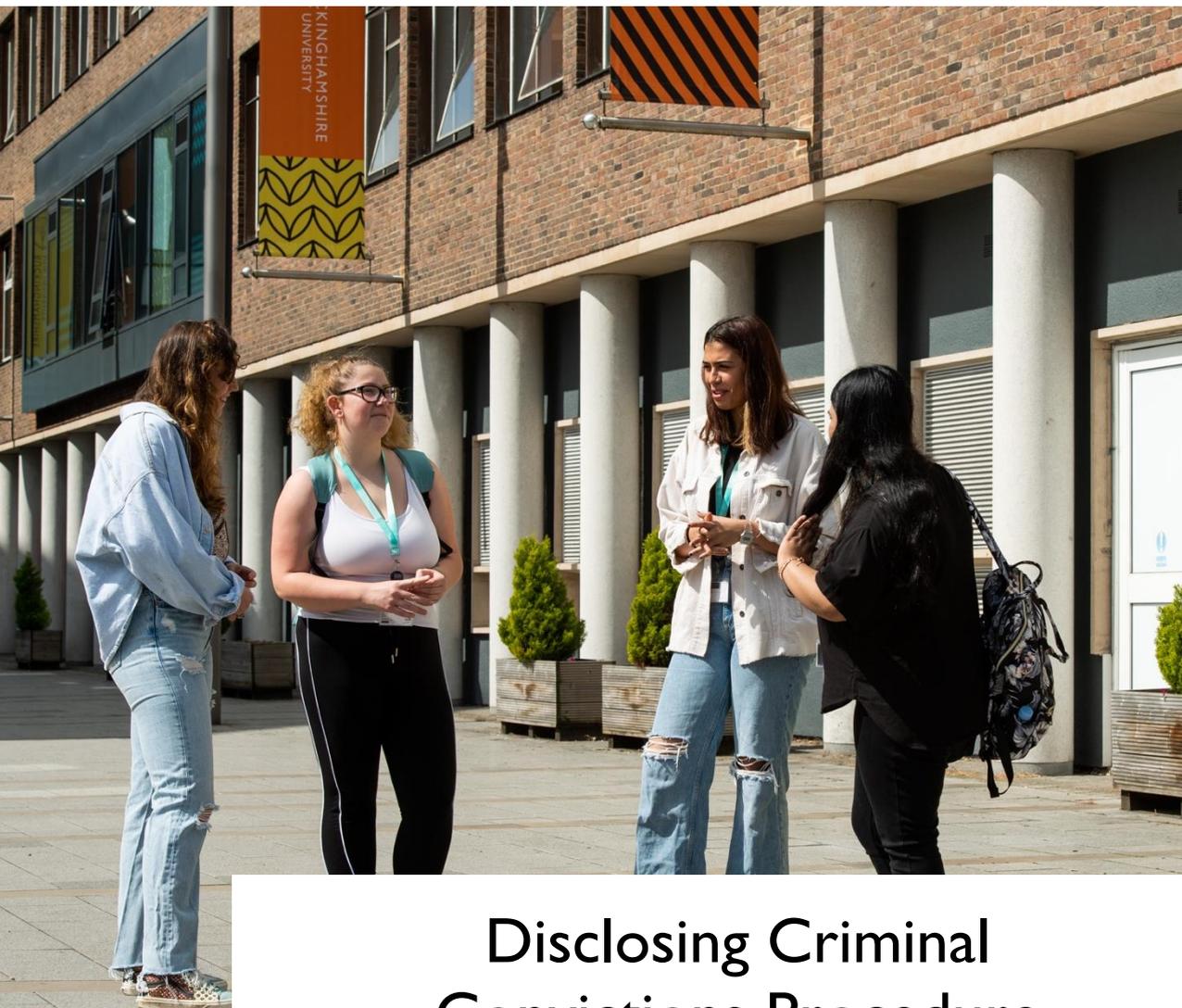




BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



Disclosing Criminal Convictions Procedure (Applicants and Current Students)



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Purpose

1. The aim of this policy is to provide clear instructions to applicants and current students at Buckinghamshire New University (BNU) who have a criminal conviction or receive a criminal conviction during their studies.
2. We expect our partners to be familiar with this policy and to adopt it or to align with their own Criminal Convictions Policy.
3. This policy is intended to safeguard our university community and the wider public in line with programme statutory regulations.
4. BNU welcomes applications from applicants with a criminal conviction and this procedure is intended to foster transparency, fairness, and to provide essential support. The policy adheres to guidance from the Information Commissioner's Office guidance, the Rehabilitation of Offenders Act (1974), General Data Protection Regulation, and Data Protection Act (2018).
5. Moreover, it aligns with best practices as endorsed by UCAS (University and Colleges Admissions Service) and Unlock and aims to remove barriers to application. [Unlock](#), a charity organisation formed by ex-prisoners, seeks to apply their experiences in providing improved opportunities for individuals with convictions to make progress in their lives. In line with the Unlock guidance, we will only ask applicants about their criminal record when it is necessary and offer applicants and students the opportunity to discuss their criminal record and the options available to them.

Responsibilities

University

6. The University will balance fairness to the individual with its duty of care to provide a safe and secure environment for its staff, students, visitors, and the community.
7. Where an applicant and/or current student has applied for a programme leading to professional registration, account will also be taken of the requirements of the professional bodies.
8. The University will also consider whether the criminal record gives reasonable grounds for considering that the individual poses a real threat to the safety of staff, students, visitors or others involved in University business. The University reserves the right to refuse to admit or to terminate the enrolment of individuals where it believes that their criminal record makes it inappropriate for them to be admitted to the University or to continue to be enrolled.

9. The University reserves the right to decline to admit an applicant to a programme or to terminate the enrolment of a student if it discovers, at any time, that their application/enrolment was based on, or contained, false, incomplete, or misleading information relating to criminal convictions.
10. The University holds the final decision to offer a place on any of its programmes and modules including those with partner institution. Entry requirements, both academic and non-academic, are set by BNU in collaboration with the relevant academic team and regulatory requirements.
11. In reaching decisions on those with a criminal conviction(s), the University will consider not only its own responsibilities and duties, but also the wellbeing of the applicant, any restriction on their ability to fully engage with their programme of study and/or student life, and the University's ability to provide appropriate support arrangements.
12. While most programmes, modules, or activities at BNU do not require the disclosure of spent criminal conviction information, there are certain programmes, student volunteering and work opportunities or halls of residence applications where obtaining this information is necessary to safeguard the welfare of others.

Applicants

13. Applicants required to make a criminal record declaration must do so at the soonest possible point in the admissions process and to the best of their knowledge to allow for appropriate consideration.
14. Applicants applying to regulated programmes (such as Nursing, Midwifery and Allied Health Programmes) must engage with the enhanced DBS check process and adhere to stipulated deadlines. This includes, but is not limited to, providing relevant documents in a timely manner. Failure to engage with the process and complete an enhanced DBS check to deadlines can result in withdrawal of an offer.
15. If an Applicant has a Relevant Criminal Conviction(s) and/or is unsure whether a Criminal Conviction(s) is a Relevant Criminal Conviction(s), the Applicant should obtain further advice from admissions@bnu.ac.uk.

Students

16. Students should comply with this and associated procedures, and their relevant statutory professional standards, including relevant codes of conduct and ethics.
17. Current/continuing students are required to disclose any new Relevant Criminal Conviction(s) on an ongoing basis and as soon as a Relevant Criminal Conviction(s) is

confirmed. This includes relevant unspent convictions which may pose a risk to the health and safety of other students, staff, visitors and community.

Table of Definitions

Term	Definition
Criminal Convictions Panel	This is a group of individuals at BNU who review applications and make decisions on whether applicants with declared criminal records can be admitted to the university.
Criminal Conviction	<p>This refers to a final judgement that confirms the applicant/student has been found guilty of a crime by a court. This can be for any type of crime, ranging from minor offences to serious crimes. The offences can include;</p> <ul style="list-style-type: none"> • Offences involving any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm • Sexual offences including those listed in the Sexual Offences Act 2003 (as amended or replaced) • The possession and/or the creation or distribution of indecent images of a child • The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking • Offences involving firearms or arson • Offences involving terrorism including those listed in the Terrorism Act 2006 (as amended or replaced) • Convictions obtained outside of the UK for any of the offences listed above are also considered to be relevant offences.
Declaration	When an applicant or student 'declares' something, they are officially or formally stating it. In the context of this policy, declaring a criminal conviction means officially stating that they have a criminal conviction when asked during certain processes.

Enhanced DBS Check	This is a type of criminal record check that reveals spent and unspent convictions, cautions, warnings, and reprimands. It is typically required for roles involving regular unsupervised contact with children or vulnerable adults.
Filtered/Protected Convictions	The DBS filtering rules allow for the removal of certain spent convictions and cautions after a set period has passed. However, serious offenses, including violent and sexual crimes and crimes against vulnerable groups, will always appear on a DBS certificate, irrespective of the time that has elapsed since the conviction. More detailed information can be found on the Unlock website .
Fitness to Practise	In certain professions, particularly health and social care, students must demonstrate they have the skills, knowledge, character, and health to do their job safely and effectively - this is known as being 'fit to practise'.
Pending Conviction	A pending conviction is when a student or applicant is under investigation by the police for an offence, currently released on bail conditions, is charged by the police pending a court appearance, or is awaiting sentencing after being found guilty.
Rehabilitation of Offenders Act 1974	This is a piece of UK legislation which aims to support the reintegration into society of reformed offenders who have not reoffended in a specified period. It enables some criminal convictions to become 'spent', or ignored, after a 'rehabilitation period'.
Specified Offences	These are offenses that will always be disclosed as part of a DBS check, regardless of when they occurred. The list of specified offenses is extensive and includes a range of offences which are serious, relevant for safeguarding, or both. Examples include murder, manslaughter, rape, theft, robbery, fraud, assault, and any offenses committed against children or vulnerable adults. More detailed information can be found on gov.uk .
Spent Convictions	A conviction is considered 'spent' if the 'rehabilitation period' has passed and you have not reoffended during this time. You are not usually obligated to declare spent convictions.
Unspent Convictions	A conviction is considered 'unspent' if a certain period, known as the 'rehabilitation period', has not yet passed since the conviction. The length of the rehabilitation period depends on the sentence given, not the offence committed. During this period, you are obligated to declare the conviction when asked.

Interruption of Studies	A flexible option that allows the student to take a break from your studies until the situation is resolved. The duration of this break can be adjusted to suit individual circumstances.
Temporary Suspension	Temporary suspension, on the other hand, is typically considered in more complex cases. This action is only contemplated after careful evaluation, where the university determines that the nature of the conviction could significantly affect the students' studies or the university community.

Declaring Criminal Convictions

All Applicants

18. Certain programmes at BNU require an enhanced DBS check due to their nature and the potential contact with vulnerable individuals. For these programmes, in accordance with the Rehabilitation of Offenders Act 1974, applicants are required to declare any criminal records, including unspent convictions when either [applying via UCAS](#) or directly to the University. This is crucial for maintaining the safety and integrity of these programmes, the wider University community, and members of the wider community which individuals on these programmes may meet. Applicants for a programme requiring an enhanced DBS check must declare spent and unspent convictions.
19. Programmes requiring an enhanced DBS check will be confirmed by the Admissions Officer during the admissions process. For any queries or further information about the admissions policy, please contact admissions@bnu.ac.uk. Due to the nature and environment of student accommodation, applicants applying for our halls of residence will be asked to declare any spent or unspent criminal convictions.
20. Whether their conviction is spent or unspent, applicants can speak to the Admissions team on admissions@bnu.ac.uk, to get advice on declaration and impact on the choice of programme for study.
21. Applicants who will be on parole at the time of enrolment must declare to BNU and consult their Supervising Officer about any parole conditions, as adjustments or alternatives to the study programme might be needed. If BNU is informed about undisclosed parole conditions by a Supervising Officer, this will be shared with the Criminal Convictions Panel and we will cooperate to assess risk, and support the applicant.

International Applicants

22. International applicants who require a UK student visa are governed by the UK Visas and Immigration (UKVI) rules. As per the policy, applicants are required to disclose all criminal offences, encompassing those deemed spent under UK law, when submitting their Confirmation of Acceptance for Studies (CAS).
23. The requirement for disclosure is not confined to convictions within the UK; it also extends to offences committed abroad. The disclosure should cover all situations, from minor infractions to serious convictions.
24. This information is a part of the suitability criteria under the Immigration Rules, and the UKVI can decline applications on the grounds of criminality. It is therefore vital that applicants maintain transparency in this process, to ensure their likelihood of obtaining a visa is not jeopardised.

All Enrolled Students

25. At BNU, we understand that circumstances can change during a student's time at university. Currently enrolled students should declare any new unspent criminal convictions to their Registry Officer on registryservices@bucks.ac.uk.
26. For enrolled students undertaking certain modules, activities, placements, or volunteering roles which require an enhanced DBS check, they will need to declare any new or previous unspent convictions. This also includes students in University halls of residence.
27. If an enrolled student is uncertain about whether a new conviction needs to be declared, they are encouraged to discuss this with their Registry Officer or Programme Leader.
28. The university requires students to declare any pending convictions to the Registry Team on registry@bucks.ac.uk who will consult with the relevant College Dean and if required Criminal Convictions Panel. Depending on the nature of the pending conviction, there may be a need to pause the programme (by temporary suspension or interruption) or consider an alternative programme.
29. The process for declaring a new or pending convictions is important because our aim is to work with the student to understand the situation and consider any implications that the unspent conviction may/may not have on their enrolment. Failure to disclose a new or pending conviction can impact access to certain university services such as placements with vulnerable/young people or depending on the nature of the conviction may warrant review under other processes such as our Conduct Procedure and Fitness to Practice Policy.

Enrolled International Students

30. Continuing International Students Seeking to Extend Their Stay in the UK who are charged with a conviction must inform the University.
31. Ongoing international students who intend to prolong their stay in the UK with a new CAS. During the re-application, students must disclose any new criminal offences that have transpired since their last application. The particulars of the new convictions will be evaluated against the same suitability criteria, and the UKVI has the discretion to refuse the extension of stay based on these updated details.
32. Students@bnu.ac.uk can offer advice and assistance in these situations, always respecting confidentiality as much as the legal requirements allow.

Criminal Convictions Review Procedure

Initial Assessment of the Information

33. Applicants/students that declare a conviction/pending conviction will be asked to provide a statement and the enhanced DBS (for programmes that require a DBS). This information will be reviewed by an Admissions/Registry Officer who will complete a Risk Assessment Form (Appendix 5). The risk assessment should consider the following:
 - The nature and seriousness of the offence.
 - The relevance of the offence to the proposed programme of study.
 - The time elapsed since the offence.
 - Any relevant information supplied by the applicant or student about the circumstances which led to the offence and their situation since then.
34. The information provided on the Risk Assessment Form is considered in the first instance by the College Dean (or nominee) who determine that one of the following actions should be taken:
 - The conviction is considered neither relevant and/or unspent and no further action should be taken, or
 - The Criminal Convictions Panel Process should be instigated.

Consideration by the Criminal Convictions Panel

35. A Criminal Convictions Panel will be convened to assess any risk you that may pose to the University community (Appendix 4).

36. The Panel will review the risk assessment to determine whether the applicant/student can continue on programme and whether any conditions will be attached to the enrolment. The possible outcomes are follows:
- Permit the applicant/student to enrol/continue on programme with no conditions related to the criminal conviction
 - Permit the applicant/student to enrol/continue on programme but subject to conditions related to the offending, for example in relation to University accommodation or the use of IT
 - Permit the applicant/student to enrol but on an alternative programme
 - Withdraw the offer and prevent enrolment by the applicant and/or withdraw the student from programme
 - In the case of enrolled students, interrupt their enrolment temporarily or temporarily exclude the student pending further information.
37. The applicant/student will be notified of the outcome of the Panel's decision within 10 working days. Reasons for the Panel's decision will be provided.

Request for Review (Appeals)

38. If you believe there has been an error with the decision or outcome of the risk assessment a request for review can be made in writing within 10 days of notification.
39. A request for review should be submitted to the Academic Registrar for enrolled students, via Registryservices@bnu.ac.uk, or to the Director of Marketing and Student recruitment, via Admissions@bnu.ac.uk who will review the appeal.
40. The grounds under which an appeal can be made are limited to the following:
- the procedures around the disclosure and panel were not followed properly (procedural irregularity)
 - the outcome was not reasonable given the circumstances presented
 - New evidence, which was unable, for valid reasons, to be provided earlier in the process and which would have had a significant ('material') effect on the decision
41. If the review of process is upheld, the case will be referred to a new Criminal Convictions panel for consideration afresh.
42. If the appeal request is not upheld it will be rejected and the student will be provided with a Completion of Procedures letter and advised of their right to further action through the Office of the Independent Adjudicator.

43. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. Buckinghamshire New University is a member of this scheme. If a student is unhappy with the outcome, they may be able to ask the OIA to review their case. More information can be found on the OIA website: <https://www.oiahe.org.uk/students>. Please note the OIA is only applicable to current or continuing students and not applicants.

Support for Applicants and Enrolled Students

44. Having a criminal record does not automatically disqualify students from studying at BNU. Through our supportive services, the University strives to create a safe inclusive environment where all students can thrive, including those with criminal convictions.
45. We understand that individuals with criminal records may face unique challenges in the application process and during their studies. To address this, we offer a range of support services tailored to the needs of these students.
- **Admissions Support:** Our admissions team, equipped with training and understanding, handles applications from individuals with criminal convictions with the utmost care, fairness, and empathy. If you are an applicant, you can share details about your criminal record confidentially at any stage of the admission process. However, it is important to note that in certain circumstances, particularly if the chosen programme involves public interaction with vulnerable groups or the nature of the conviction could significantly impact our university community, complete confidentiality might not be possible. Nevertheless, any disclosed information will primarily be used to offer suitable support and guidance tailored to your needs.
 - **Wellbeing Services:** BNU provides a range of wellbeing services, including counselling and mental health support. These services are available to all students, and we encourage students with criminal convictions to take advantage of them.
 - **Career Advice:** We understand that a criminal record may impact future employment prospects. Therefore, we provide career advice specifically tailored to students with criminal convictions, including guidance on disclosure to potential employers and exploring suitable career paths.
 - **Accommodation Support:** Students and applicants should disclose any spent or unspent criminal convictions, except those that are filtered or protected, when applying for University accommodation. If certain types of convictions make them ineligible for student halls, we will support with finding alternative private housing options.

- **Students' Union Advice Centre:** The Students' Union can provide advice that is impartial and help you make your own decisions. If they cannot help, they will always look to refer you to people or organisations that can.

Third-Party Declarations

46. At times, the university may receive information concerning an applicant or student's criminal conviction from a third-party source. This could include a fellow student, a staff member, member of the public, or an external source such as the police or another statutory agency. It is important to clarify how the university handles these third-party declarations to ensure transparency and fairness.

- **Acknowledgement:** If a third-party brings forward a declaration of a student's criminal conviction, the university acknowledges receipt of this information. All declarations are taken seriously and will be reviewed. However, it is normally not possible to inform the third-party of action taken, or an outcome.
- **Verification:** Following any third-party declaration, the university will seek to verify the information received. This process may involve contacting the student concerned and requesting them to provide more information or clarity.
- **Confidentiality:** Third-party declarations are treated with the same high standard of confidentiality as those made by the students themselves. The data will be managed according to our stringent data protection policy and regulations.
- **Action:** If a third-party declaration is verified, the same process that applies to student self-declarations will be followed. The focus will always be on understanding the situation, considering potential implications, and deciding on the best programme of action to support the student involved and to ensure the safety of the wider university community.
- **Support:** The student involved will be contacted by the Wellbeing team, offering guidance and support throughout the process. They will be informed of the steps taken and what this means for them.

Confidentiality and Data Handling

47. The University understands that disclosing a conviction, particularly when it is recent or still pending, can be a sensitive issue. The university is committed to upholding the highest standards of confidentiality and discretion.

48. When a conviction or a pending case is disclosed, the information you provide is treated with utmost confidentiality. Only necessary personnel within the University have access to this information. Every staff member handling sensitive data has been trained to respect the confidentiality of such disclosures.
49. BNU is the Data Controller in respect of the personal data, including any criminal conviction data you provide to us. The University is registered as a Data Controller with the Information Commissioner's Office (ICO) and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the University's Data Protection Policy. Information on how we use your personal data is explained in the [Student Privacy Notice](#)..
50. It is important to note that some convictions, such as those related to violent or sexual crimes and crimes against vulnerable groups, will never be filtered and must always be declared. For a detailed understanding of what constitutes a 'filtered' conviction or caution, please refer to the guidance provided on the [Unlock website](#).
51. This policy ensures the University's commitment to fairness and transparency, recognising the rights of individuals to move on from past offences where appropriate, while also ensuring the safety and well-being of the entire University community.
52. This policy complies with the University's [Appropriate Policy for Processing Sensitive Personal Information Policy](#).

Related University Policies/Guidance/Regulations

53. The following policies and procedures should be considered alongside this Disclosing Criminal Convictions Procedure.
 - Admissions Policy
 - Academic Regulations
 - Student Code of Conduct
 - Fitness to Practice Policy and Procedures
 - Data Protection Policy

Appendix 1 - Contact List

Admissions

Email: admissions@bnu.ac.uk

Phone: 01494 605060

Registry

Email: RegistryServices@bnu.ac.uk

Phone: 01494 605071

Student Success and Support

Email: students@bnu.ac.uk

Phone: 01494 603 020

Students' Union

Email: suadvice@bnu.ac.uk

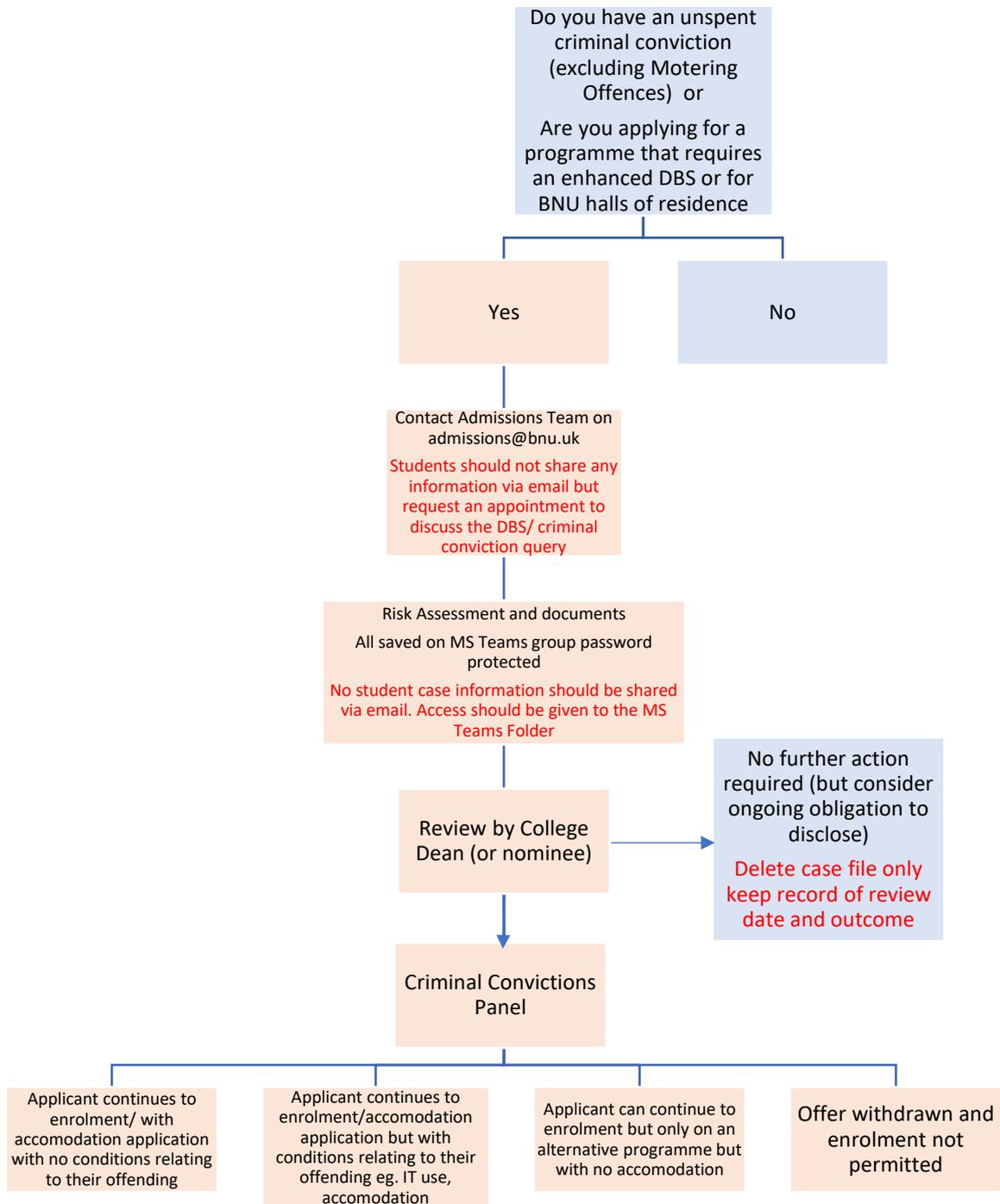
Phone: 01494 603 016

Careers

Email: Careers@bnu.ac.uk

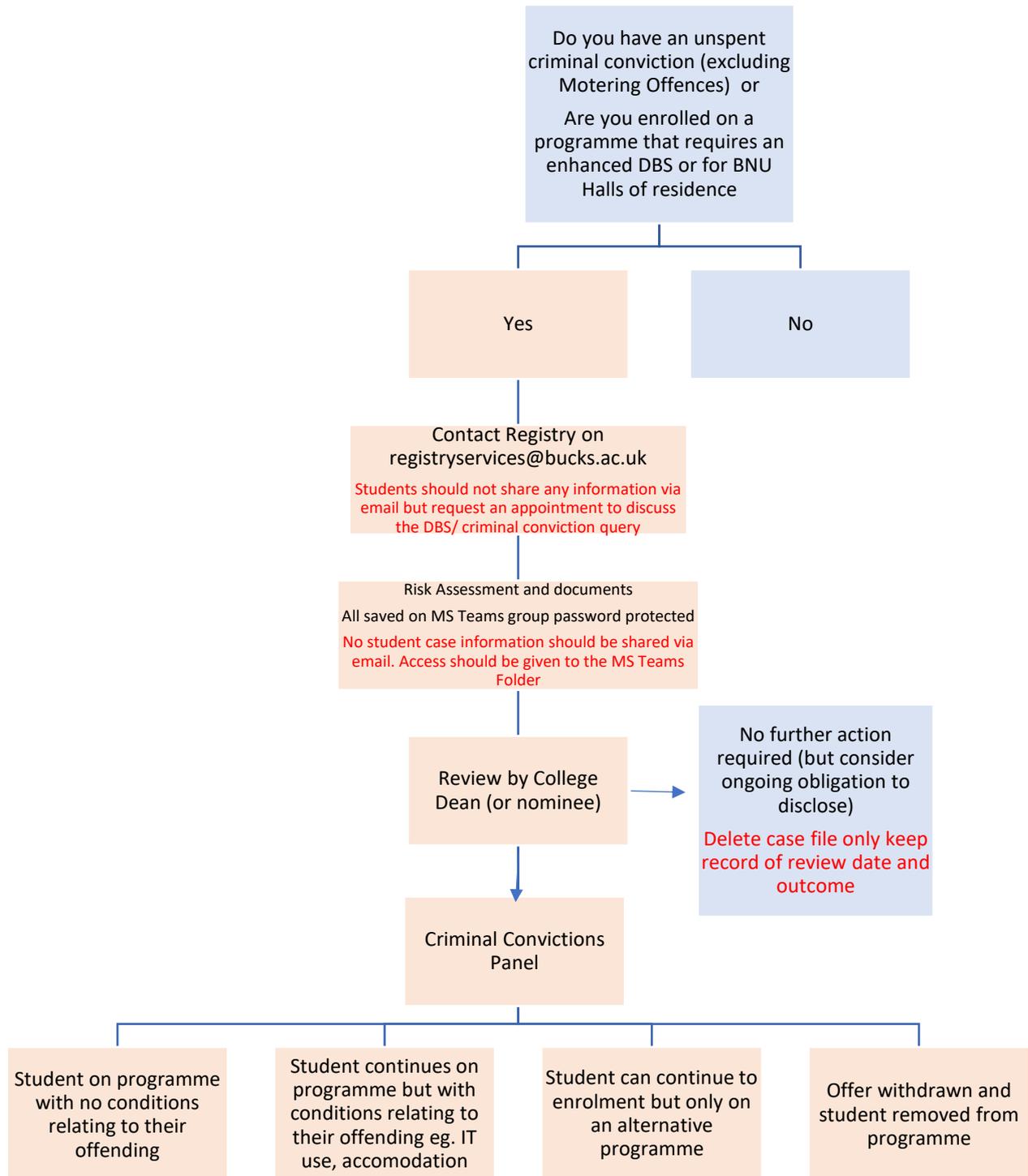
Appendix 2 – Flowchart – Applicants

Appendix 1 Flow Chart – Applicants



When the panel outcome has been shared with the applicant, keep case file for 30 days to allow for appeals and then delete case file. Only keep record of review date, panel members and decision.

Appendix 3 – Flowchart – Enrolled Students



When the panel outcome has been shared with the student, keep case file for 30 days to allow for appeals and then delete case file. Only keep record of review date, panel members and decision.

Appendix 4 – Guidance for Risk Assessment of Applicants or Students with Criminal Convictions or Pending Convictions

The objective of this guidance is to ensure a fair, consistent, and transparent process when assessing applicants or students with criminal convictions.

Declaration of Criminal Convictions

- Applicants are required to disclose criminal convictions as part of the application process for programmes that require an enhanced DBS check or for accommodation.
- Currently enrolled students are required to disclose any criminal convictions for activities which require an enhanced DBS check.
- This information is kept confidential and is used solely for the purpose of carrying out a risk assessment.

Criminal Convictions Panel – Applicants

- Senior Admissions Officer or nominee
- College Dean or nominee from College Senior Leadership Team
- Director for Student Success or nominee
- Trust or industry representative for programmes with PSRB registration

Criminal Convictions Panel – Enrolled Students

- Senior Registrar or nominee
- College Dean or nominee from College Senior Leadership Team
- Director for Student Success or nominee
- Trust or industry representative for programmes with PSRB registration

Criminal Convictions Panel – Accommodation

- Accommodation Manager or nominee
- Director of Student Success or nominee
- Head of Service or Directorate in University

Risk Management

If a risk is identified, the panel will develop a risk management plan to mitigate identified risks. This might include:

- Offering additional support or monitoring.
- Conditions relating to behaviour.
- Restrictions on access to certain resources or areas.

Decision Making

If it is decided that an applicant or student poses an unacceptable risk, the panel should consider whether there are any reasonable adjustments that can be made to manage this risk before deciding to reject an application or act against a current student.

Communication

The decision of the panel, along with reasons, should be communicated to the applicant or student in writing. The applicant or student should also be informed of their right to appeal.

This process is intended to assess risk, not to punish. The aim is to provide an environment where all students can feel safe and secure while also offering individuals with criminal convictions the opportunity for education and personal development.

Appendix 5 – Criminal Convictions Policy Risk Assessment

To be used to assess the suitability of the applicant/student for their programme, in light of matter(s) disclosed on their DBS Certificate or prior to a DBS check being received. This form should be completed by;

For Applicants - Admissions Team on Admissions@bucks.ac.uk

For Enrolled Students - Registry Team on registry@bucks.ac.uk

This assessment should be used in the instances of-

- An offence is declared by applicant/student or within the DBS checks
- Any contact with those under 18 or vulnerable adults, until the applicant/student's required DBS certificate has been obtained (*this may be relevant for students resuming onto programme following a period of interruption*)

Name and ID of Student	
Programme	
Date of Risk Assessment	
Risk Assessment undertaken by (Your name and role)	
Is this within a "Regulated Activity" *	
People they will be working with e.g. children and/or vulnerable adults (inc. Level of supervision)	

*A “regulated activity” refers to the student’s placement, which will involve working with children or vulnerable adults which would require an enhanced DBS check.

The government also maintains a barred list ([further information](#)) and a [list of specified/non-filtered offences](#). These pages can be a source of further information if required.

This Risk Assessment is completed as part of the Criminal Convictions Policy and is a requirement for all applicants and/or current students that declare a criminal conviction.

Section A- Offence/s declared by Applicant

Please ensure that the Risk Assessment process form is completed in full and that a full account is given of any matters which have been disclosed.

Offence	Date	All related details of matter

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Section B- Discussion between Admission Officer/Registry Officer and Applicant/Student (complete if needed)

Question	Applicable (select one)	Applicant Comments / further details
Did the applicant/student declare the matters on the DBS Application form and/or application form for the role? If not, why not?	Yes / No	
Does the applicant/student agree that the information on the DBS Check is correct?	Yes / No	
Does the applicant/student regret the matter or has their attitude changed towards the matter now?	Yes / No	

Have the applicant's/student's circumstances changed since the matter?	Yes / No	
Can the applicant/student provide multiple references from other organisations?	Yes / No	

Please sign below as confirmation that the above is an accurate summary of your conversation	
Admissions Officer/Registry Officer's signature	

Section C (below) must be completed by the relevant College Dean(or nominee) or submitted to the Criminal Convictions Panel (see Flow Charts Appendix 2)

Section C- Risk Assessment

Refer to Appendix 3 of the Disclosing Criminal Convictions Procedure (Applicants and Current Students) Policy before completing the Risk Assessment.

Identify the risks:

Question	Assessment
What are the risks	
What could go wrong?	
What are the potential dangers or problems that may occur due to their involvement?	
Is there evidence of a pattern of re-offending or related behaviour?	

Analysing & Assessing the risks:

Question	Assessment
Who could be harmed?	
How likely is this to happen?	
How serious would this be if it did happen?	

Controlling the risks:

Question	Assessment
Can the risks be reduced or removed?	
Can the harm of the risks be minimalised or removed?	
Detail out the actions required to control and reduce/remove the risks	1. 2. 3. 4.

Section D- Decision

Select one:

	<p>HIGH RISK- The applicant/student has major risks that cannot be sufficiently removed or mitigated against, or they are “barred” from working with children or vulnerable adults. <u>It should be considered that this high risk, and the applicant/student would not be able to meet the programme/regulatory requirements</u></p>
	<p>MEDIUM RISK- The applicant/student identified risks are not high, but the panel is uncertain about fully removing or mitigating the risks; and the applicant/student has not been “barred” from working with children or vulnerable adults. <u>It should be considered that there is uncertainty on whether the risks can be fully removed or mitigated against to the appropriate degree.</u></p>
	<p>LOW RISK- The applicant/student can provide references from other organisations (related to the relevant workforce), no risks have been identified that cannot be appropriately removed or mitigated and the applicant/student has not been “barred” from working with children or vulnerable adults. <u>It should be considered that the risks can be removed/mitigated appropriately, and that the applicant/student should continue with their programme</u></p>

Panel Decision

Panel Decision	Rating (High, Medium or Low risk)	Rationale
Permit the applicant/student to enrol/continue on programme with no conditions related to the criminal conviction		
Permit the applicant/student to enrol/continue on programme but subject to		

conditions related to the offending, for example in relation to University accommodation or the use of IT		
Permit the applicant/student to enrol but on an alternative programme		
Withdraw the offer and prevent enrolment by the applicant and/or withdraw the student from programme		

Panel Members:
Panel Chair and Signature:

The Panel outcome should be shared with the applicant/student with 10 working days in writing

Appendix 6 – Equality Impact Assessment

As a University, we are committed to enhancing equality, diversity and inclusion (EDI). We have a legal (Equality Act 2010) and ethical obligation to ensure our strategies, policies, systems and processes are fair, inclusive and ensure every member of the BNU community can thrive.

Whilst we all have protected characteristics, we know there are certain characteristics and communities that are marginalised and underrepresented in Higher Education and the workplace.

These are:

- different ethnicities (including Gypsy, Roma, Traveller, Showmen and Boaters, migrants, refugees and asylum seekers)
- Disabled individuals;
- neurodiversity individuals;
- pregnancy (including maternity and paternity impact);
- the LGBT+ community; carers; people of different faiths;
- people impacted by menopause and individuals from a range of backgrounds including: socio-economic disadvantage, homeless, alcohol and/or substance misuse,
- people experiencing domestic and/or sexual violence,
- ex-armed forces,
- looked after children and care leavers.
- We also know individuals have multiple intersectional experiences and different points in their lives and careers.

1. With reference to the above characteristics, in what ways does this enhance equality and the access of opportunity at BNU?

The guidance aims to reduce barriers and inequalities experienced by applicants/students who have a criminal conviction as defined in the Rehabilitation of Offenders Act (1974) and Unlock Guidance. The guidance also supports our staff, students, visitors and community to ensure that BNU provides a safe community where all students can thrive and fulfil their potential.

2. In what ways does this adversely impact individuals from marginalised and underrepresented communities?

This guidance reduces the disparities and barriers to high education that people with criminal convictions can experience. The guidance aims to reduce the stigma associated with criminal convictions and promotes disclosure and transparency in processes by

provide clear guidance on how decisions are made and the options available for students/applicants.

3. How does this work towards achieving the BNU Equality Objectives as outlined in the Equality Strategy 2023-2028? Please signpost objectives and actions in the BNU Equality Strategy.

Priority Two – Take Action to Tackle Inequalities

Objective A - Reduce gender, ethnicity and disability pay gaps

Objective C - Make continuous progress against our Access and Participation Plan for students

Priority Three – Build a university community where people can be themselves

Objective C- Support a culture of belonging



High Wycombe Campus
Queen Alexandra Road
High Wycombe
Buckinghamshire
HP11 2JZ

Aylesbury Campus
59 Walton Street
Aylesbury
Buckinghamshire
HP21 7QG

Uxbridge Campus
106 Oxford Road
Uxbridge
Middlesex
UB8 1NA

**BNU based at
Pinewood Studios**

Pinewood Studios
Pinewood Road
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