



Learner Criminal Convictions Policy

| Version 2.0 |

Policy Commencement Date	08/05/2026
Policy Version	2.0
Date of Review	07/05/2027
Document Controller	Robert Longstaff
Signature	<i>R. Longstaff</i>

Contents page

Content	Page
1. Introduction	2
2. Disclosure	2
3. Assessment	2
4. Outcome	3
5. Appeals	3
6. Storage of Information	4
Appendix A - Learner Criminal Convictions Process	5
Appendix B - Learner Criminal Convictions – Risk Assessment Form	6
Appendix C - Risk Assessment Scoring Table	8

1. Introduction

- 1.1 This policy is to inform learners declaring a criminal conviction during their application or enrolment with Staff Power Training (SPT) that their declaration will be used to assess their suitability for their chosen course of study and their application/enrolment with SPT.
- 1.2 SPT actively promote equality of opportunity for all with the capacity to benefit from vocational or academic study and we welcome all such potential learners including those with criminal records. However, SPT has a duty of care towards its staff, learners and visitors, some of which may be considered ‘vulnerable’ as a result of their age, physical or mental condition. As such it is necessary for SPT to consider the suitability of all potential learners with criminal convictions.
- 1.3 Any convictions “Spent” or “Unspent” (as defined under the Rehabilitations of Offenders Act, 1974) that are declared by learners whilst in their enrolment will be dealt with under this policy.

2. Disclosure

- 2.1 All potential learners are asked to disclose any criminal convictions (excluding minor motoring offences) prior to the start of their chosen course of study.
- 2.2 Where a learner discloses that they have a criminal conviction or a disclosure is made at another time, a risk assessment must be made by the SPT safeguarding team using the Risk Assessment Form (Appendix A).
- 2.3 The learner will not be allowed to commence or continue their chosen course of study until the risk assessment process is completed by the SPT safeguarding team.

3. Assessment

- 3.1 All disclosures will be treated with the strictest confidence and will only be seen by those SPT staff directly involved in the assessment of potential risk. The risk of accepting a learner with criminal convictions will be assessed by the safeguarding team against the following statements:
- *With consideration for the nature and seriousness of the offence, does the learners attendance at SPT represent a potential risk to the well-being of staff or other learners.*
 - *Does the course applied for involve contact with children or other vulnerable individuals.*
 - *Does the course involve the use of dangerous equipment.*
 - *Does the course involve any responsibility for finance or items of value.*
 - *Will the nature of the course present opportunities for the learner to re-offend in the place of study.*
 - *Is the nature of the course such that it requires public trust or confidence.*
 - *How long ago the offence was committed.*
 - *Any information provided on the declaration form about the circumstances which led to the offence being committed.*

- *Was the offence an isolated incident or part of a pattern of offending.*
- *The dates and any reoccurring offences.*
- *Any other factors deemed relevant by SPT in the assessment of possible risk*

3.2 An assessment of risk will be completed for each disclosure using the SPT risk scoring table (Appendix B).

3.3 Any potential learner whose criminal record would indicate that they were considered a material risk to the well-being of fellow learners, staff or property will not be permitted to commence a course of study at SPT.

3.4 In those circumstances where a learner with a criminal conviction is allowed to attend SPT, the teaching staff will only be informed if it is considered necessary by SPT.

4. Outcome

4.1 Following a risk assessment and receipt of additional information, if necessary, the learner will be informed verbally or in writing of the decision of SPT regarding their suitability to study.

4.2 Suitability will be assessed by a Safeguarding in the first instance but where an individual's circumstances warrant further consideration, the case will be referred to a Senior Leadership Team member.

4.3 Where the offer of a place on a course of study has been made, SPT may choose to withdraw that offer or terminate the enrolment of a learner who is subsequently discovered to have omitted or falsified information concerning criminal convictions or fails to disclose any subsequent convictions incurred during their course.

5. Appeals

5.1 Any learner who has been refused enrolment onto their chosen course of study as a result of their criminal convictions and who wishes to appeal should do so in writing within 10 working days of the communication directly to:

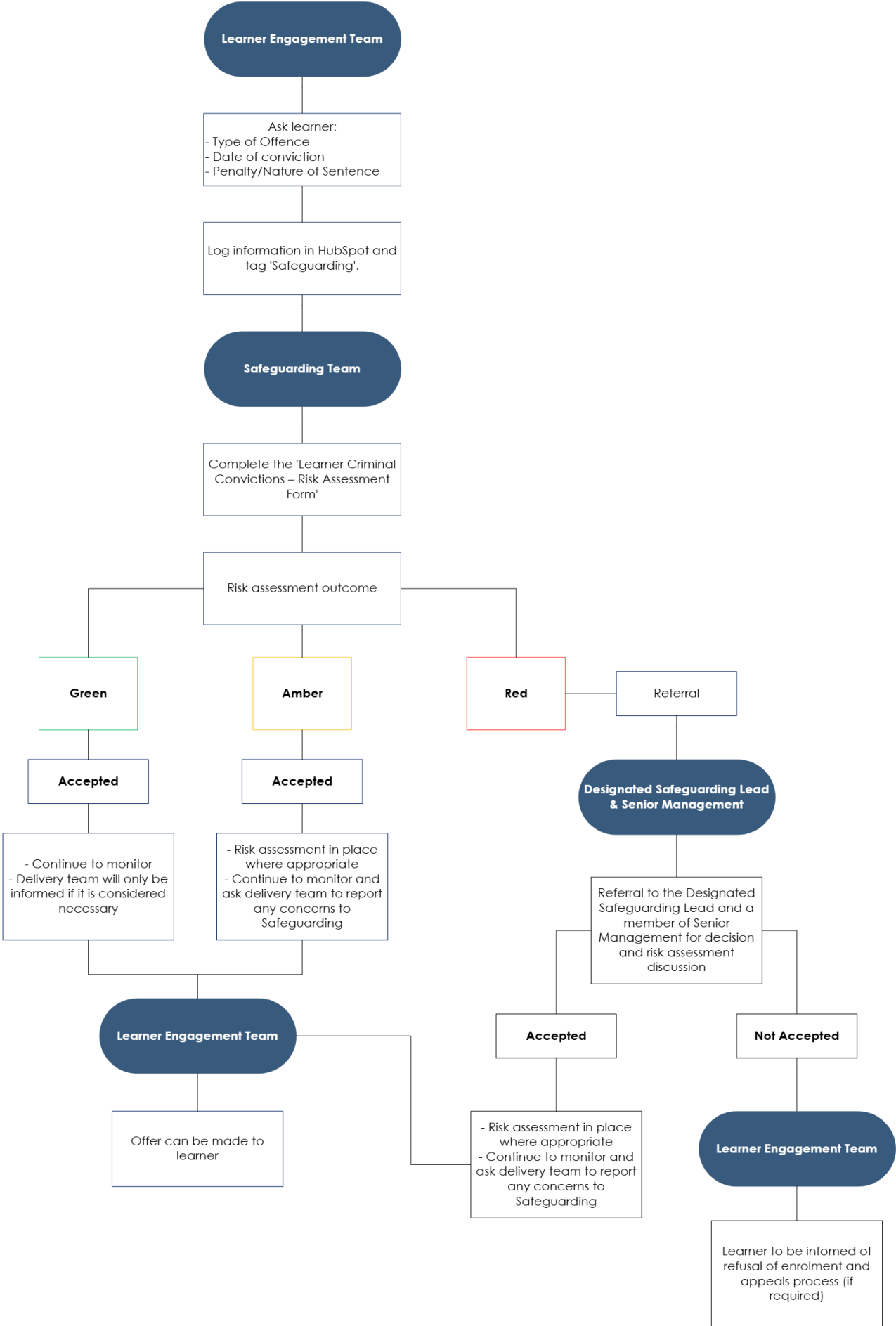
Managing Director
Staff Power Training
Mackies Corner
Floor 2
High Street West
Sunderland
SR1 1TX

6. Storage of Information

6.1 All declarations and risk assessments are stored securely in a confidential file for the period of the course length at the SPT, after which time they will be destroyed.

6.2 Where a decision is made not to progress an application or enrolment, a flag will be placed on student record system to inform future applications or enrolments. Each case will be reviewed again to allow for time elapse and references.

Appendix A – Learner Criminal Convictions Process



Appendix B

Learner Criminal Convictions – Risk Assessment Form

Learner name:	
Course applied for:	
Risk assessor name:	
Date:	

SPT needs as much information as possible for it to undertake an accurate risk assessment. We appreciate the need for Data Protection and ask that you ensure you have informed consent to share data or are making sure you are sharing this information legally.

Offence	Date of conviction	Penalty/nature of sentence	
Are you currently on a:	Tagging Order	Yes	No
	Home detention curfew	Yes	No
	Sex Offenders Register	Yes	No
Do you have any history of the following:	Arson		
	Violence against a person	Yes	No
	Offences against children/vulnerable adults	Yes	No
	Drug supply/dealing	Yes	No
	Gang Involvement	Yes	No
Are you currently:	Under bail conditions	Yes	No
	Pending a court hearing	Yes	No
Any comments or further information you would like us to take into consideration:			

Information Sharing with other Professionals

It may be useful SPT staff to talk to other professionals who have been, or are currently, involved in helping you with the issues connected to your conviction(s). Sharing information with other professionals involved in your case will enable us to develop a clearer picture of your situation and needs. Please give details of your YOT worker/Probation Officer and any additional support/social workers:

Name	
Job title	
Tel No.	
Email	
Name	
Job title	
Tel No.	
Email	

Risk Assessment Outcome

Risk score:			
Risk rating:	Red <i>(36-64)</i>	Amber <i>(20-35)</i>	Green <i>(4-19)</i>
Result:	Can Attend		Cannot Attend
Actions (if applicable)			

Appendix C - Risk Scoring Table

Score	Offending History	Risk of Harm	Relevant Information	Contributing factors (e.g. gang involvement, additional behaviour / history or information from other agencies)	Aggregate score multiplied by Police Status	Police Status Multiplier	Engagement
4	Use of weapons, serious assaults, sexual offences, drug dealing	Fatal or Serious physical Injury, possible loss of life	Within 12 months	Serious		Convicted or previously banned by the college (x4)	Refusal to engage and no agencies currently working intervening
3	Violent offences, possession of weapons, racially aggravated incidents	Physical or Psychological Injury	12 – 18 Months	Significant		Convicted and rehabilitated (x3)	Agencies involved but refusal to engage
2	Theft, drug use, damage, Public Order, low level violence	Limited Physical or Psychological Injury	18 – 24 months	Minimal		Police Bail and intelligence (x2)	Agencies involved and fully engaged
1	ASB	No physical or Psychological Injury	24 months plus	Unknown		NFA and intelligence (x1)	No agency support required but would be willing to engage

- **Red score 36 – 64** = Referral to the Designated Safeguarding Lead (including a member of Senior Management) for decision and risk assessment discussion. If SPT offer a place to the learner, Safeguarding team to be aware of the learner and appropriate SPT staff to be informed. Risk assessment in place where appropriate. Continue to monitor and ask delivery team to report any concerns to Safeguarding.
- **Amber score 20 – 35** = Safeguarding team to be aware of the learner and appropriate SPT staff to be informed. Risk assessment in place where appropriate. Continue to monitor and ask delivery team to report any concerns to Safeguarding.
- **Green score 4 – 19** = Continue to monitor, delivery team will only be informed if it is considered necessary by Safeguarding.