

# GOOD CONDUCT DECLARATION FORM



SURNAME: _____	CURRENT ADDRESS: _____
FORENAMES: _____	_____
DATE OF BIRTH: _____	_____
PROPOSED COURSE: _____	POSTCODE: _____
ENTRY DATE: _____	TEL. NO.: _____
EMAIL ADDRESS: _____	STUD No: _____

**DECLARATION:** Please read the guidance notes before answering the declaration and tick the appropriate statement

a. Do you have any convictions, cautions, reprimands or Final warnings that are not “[protected](#)” as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013)?  YES  NO

b. Have you ever been, barred, excluded, prohibited or prevented from working with Children or Vulnerable Adults in the course of any employment, [regulated activity](#), as defined by the Safeguarding Vulnerable Groups Act 2006, whether paid or unpaid?  YES  NO

c. Have you ever been suspended from any professional practice, or subject to any suspension order by any local authority, professional body, inspectorate or similar licensing/registration authority, which may reasonably be regarded as preventing you from working with children or vulnerable adults?  YES  NO

d. Have you ever been subject to or is there any current disciplinary employment finding against you and/or are you currently the subject of an employer’s disciplinary investigation?  YES  NO

e. Do you know of any reason or circumstances that would prevent you from working with Children or Vulnerable Adults in any [regulated activity](#), including any prohibition by the Secretary of State for Education and/or disqualification under the [Childcare \(Disqualification\) Regulations 2009](#) or is there any other information the University should know about which may have a bearing upon your suitability to register, study or work with the vulnerable?  YES  NO

**If you answered YES to any of the above, please supply full details, including if appropriate details of the offence with the date, name of court or constabulary, sentence, outcome, charge and any other relevant information including the circumstances of the conviction and/or suspension on a separate sheet and attach it to this form.**

f. Have you, during the past five years, spent any time living or working overseas? (Note: You should indicate ‘YES’ if you spent anytime residing overseas on either a permanent, semi-permanent or temporary basis e.g. through work, an overseas placement or as a foreign national. Time spent overseas as part of an annual holiday should not be regarded as residing overseas for these purposes.)  YES  NO

If you answered YES to the above, please provide a detailed list of the dates and countries where you resided overseas. You must also provide a certificate of good conduct from the relevant agency for each overseas country in which you resided.

**I CERTIFY AND AGREE THAT:**

- All of the information I have provided on this form is complete and correct to the best of my knowledge and belief and I have not withheld any information that may affect my application for study. I understand that false information or omissions will constitute a disciplinary offence and misconduct which may lead to my application being rejected and subsequent removal from the programme of study.
- I understand that the University may contact me about the information in my application and seek further information from any relevant authority, police force, court or other relevant agency as necessary.
- The University may undertake any other checks, including checks from overseas and with the Department for Education and National College for Teaching and Leadership, which it believes to be necessary to judge my suitability for entry, continued study on the programme or registration.
- I agree to tell the University as soon as reasonably practical about any changes to my personal details or the information I have provided above and that failure to do so may be regarded as misconduct.
- I understand that the University will investigate allegations of misconduct against me that could call into question my continued study on the programme or registration.
- I understand and agree that completion of this form does not replace the need to apply a Disclosure and Barring Service (DBS) Disclosure Certificate through the University or conviction checks from overseas as necessary and that the University offer of a place will remain conditional upon successful application and presentation of a satisfactory DBS Disclosure and other required suitability checks through the University including any necessary conviction checks from overseas.
- I understand that I am strongly advised to subscribe to the DBS updating service of my DBS Disclosure and that I give consent for the University to undertake an on-line check of my DBS disclosure as necessary.
- I understand and agree that once I have received a DBS certificate that I may be asked to provide my certificate for verification purposes.
- I have read the Data Protection Statement overleaf and consent to the processing of my personal data as described.

Signature: **x** \_\_\_\_\_ Date: \_\_\_\_\_

Please bring this completed form with you to the DBS signing session, dates of which are available from <http://www.chester.ac.uk/dbs/dates>.

## GUIDANCE NOTES FOR GOOD CONDUCT DECLARATION FORM

### Please read this carefully

1. Any reference to the 'University' refers to the University of Chester. The term 'vulnerable' includes Children and Vulnerable Adults as defined by the Safeguarding Vulnerable Groups Act 2006 as amended and in force from time to time.
2. If you need help or advice in completing this form, please contact Matthew Palmer in Legal Services at the University of Chester (CRB@chester.ac.uk).
3. Every candidate who is offered a place for study must complete this form whether they have any form of previous conviction or not.
4. The information requested will be kept separate from the application form to protect confidentiality.
5. You should complete this Good Conduct Form and bring it with you to the DBS signing session:  
<http://www.chester.ac.uk/dbs/dates>.
6. The Institutional Compliance Officer or appropriate programme leader will contact you if they require any further information. Details will not be shown to the Interview Panel.
7. Any programme of study that contains a placement whereby students come into contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974, as a student enrolling for such a programme you **MUST** declare all cautions, bind-overs, reprimands, convictions that are not "[protected](#)" or any other relevant information that may prevent you from working with Children or Vulnerable Adults in any regulated activity before commencing training. <http://www.chester.ac.uk/dbs/filtering>.
8. You must also declare any relevant disqualifications under the [Childcare \(Disqualification\) Regulations 2009](#) including Disqualification 'by Association'. This includes living in the same household where another person who is disqualified lives or is employed as specified in regulation 9 of the 2009 Regulations.
9. Failure to declare relevant disqualifications or convictions that are not 'protected' or filtered may result in the offer of a place or continued study at Chester being withdrawn. [Protected convictions](#) for non-custodial sentences may not appear on your DBS certificate. Please see our website [www.chester.ac.uk/dbs/filtering](http://www.chester.ac.uk/dbs/filtering) for more details on these exceptions. If you are unsure if this applies to you, contact us for more information.
10. **All offers of a place at the University of Chester remains provisional pending a receipt of a satisfactory DBS including any necessary conviction checks from overseas, occupational health clearance and any other programme specific statutorily required safeguarding checks through the University. These conditions remain in place irrespective of whether you have enrolled or commenced studies. The University may withdraw the offer of a place, or terminate studies, if information comes to light that may have a bearing on your suitability to work with Children or Vulnerable Adults or you fail to meet the necessary suitability requirements for admission.**

#### Candidates who have previously been convicted of a criminal offence.

1. Any details that you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other programme of study.
2. Under the Exceptions Order 1975 if you have applied for a programme that involves working with children or vulnerable adults this means that you are not entitled to withhold information on a criminal conviction on the grounds that it is "spent" or forgotten under the Rehabilitation of Offenders Act 1974. You must provide the information as requested overleaf. Convictions within the armed services, or outwith the United Kingdom, disciplinary action by professional or regulatory bodies and any relevant disqualifications under the [Childcare \(Disqualification\) Regulations 2009](#) including Disqualification 'by Association' must also be included.

#### Data Protection Statement

1. The information which you provide on this form will be used by the University in the decision making process which will include a criminal records disclosure, and any other checks (including criminal checks from overseas as necessary) as to your suitability to work with the vulnerable as necessary.
2. Subject to the Data Protection Act 1998 principles and other relevant legislation information supplied on this form and contained on your DBS disclosure or other checks, may be shared with other relevant professional, statutory and regulatory bodies or any other persons deemed necessary by the University to assess your suitability for registration and training.
3. If you are offered a place on the programme of study, this form is held until such time as the University of Chester receives a DBS Disclosure Certificate (and where necessary overseas check) and may be held for the duration of your studies. In line with the DBS Code of Practice for Registered Bodies copies of DBS Disclosures and overseas checks may not be returned to applicants and will be destroyed no later than six months following the recruitment decision. If you are unsuccessful, the form will be retained in a sealed envelope and will be destroyed no later than six months following the start of the academic year for which you applied.