**Written Statement Regarding Declaration of Criminal Convictions**

**About your statement:**

This form must be completed in FULL as this is used to inform the CRRP’s (Criminal Record Review Panel) decision. Full information about the nature of the offence(s), date of the offence(s), context of what happened at the time and what lessons have been learnt as a result must be given. Failure to complete the form fully can result in rejection from the course. This decision is final and not open to appeal.

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| **Notes:** |
| 1. Applicants are advised under the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) and the Police Act 1997 that a person should declare all convictions (that are not protected) where working with vulnerable adults or children. 2. Disclosure of a criminal record does not automatically debar applicants from consideration. The offence will only be taken into account if it is considered to be one that would make the applicant unsuitable for the type of training for which they have applied. 3. The information provided will be treated as strictly confidential and will be considered only in relation to this application for training. 4. Applicants to our MSc and BSc Psychotherapy and Counselling programmes are advised that they will be required to make a full disclosure during the application and interview process **and** that SPTI will require them to undertake an enhanced adult DBS check if offered a place. 5. The responsibility to disclose a criminal record rests with the applicant. Applicants who fail to disclose a conviction and whose subsequent DBS certificate reveals undisclosed convictions and cautions (which are not protected) may have their offer withdrawn, or their registration terminated. 6. Further information regarding the DBS requirements and process can be found at: <https://www.spti.net/dbs-policy/> |

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| **Disposal** | **Age when given/**  **sentenced** | **How long ago** |
| **Caution for specified offence** | **18 or over** | **Any time** |
| Caution for non-specified offence | 18 or over | Less than 6 years |
| **Conviction for specified offence** | **Any age** | **Any time** |
| **Conviction resulting in custodial sentence** | **Any age** | **Any time** |
| Conviction for non-specified offence | 18 or over | Less than 11 years |
| Conviction for non-specified offence | Under 18 | Less than 5 and half years |

A ‘specified offence’ is one which is on the list agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate, regardless of how long ago it was given. This includes where a specified offence receives a caution (but not youth cautions, reprimands or warnings)

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The list includes a range of offences which are serious, relate to sexual or violent offending or are relevant in the context of safeguarding. The specified offences list covers those committed in England and Wales, however, the legislation also covers equivalent offences committed in other jurisdictions including overseas when they are recorded on the PNC. It is not possible to capture a definitive list of all equivalent offences under the law of all other jurisdictions.

Where an individual is aware that they have committed an offence outside England and Wales which may be equivalent to an offence on the list, they should seek independent expert or legal advice to ensure that they provide information that is truthful and accurate.

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| **Criminal Convictions (Including DBS - Disclosure & Barring Service)** | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974)? | | **Yes ❒ No ❒** |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | | **Yes ❒ No ❒** |
| *The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.* | | |
| If **YES**: please answer the following questions outlining fully the nature of the offence. The following headings should be addressed in full:   1. **Date and nature of the offence. Please include age when the offence was committed and the age of the victim (where relevant):** 2. **The date of any convictions/cautions:** 3. **Whether the offence was an isolated incident or part of a pattern of offending or contact with the police:** 4. **Please give information regarding the context at the time of the offence:** 5. **Please give information regarding the lessons that have been learnt as a result:** | | |
| **Declaration** | | |
| **By signing below you are declaring that all the information you have provided in the completion of this application form is correct.** | | |
| **Name:** | | |
| **Programme Title:** | | |
| **Signed:** | **Date:** | |

**Upon completion of this form:**

This written statement must be returned to SPTI within 3 working days by email, and sent to: [**admissions@spti.net**](mailto:admissions@spti.net) **please note ‘CRRP’ in the email subject**