

Admissions Policy for Applicants with Criminal Records

Purpose

1.1 Salt Training Limited aims to provide a supportive and positive environment for learning and development. The organization is committed to respecting individual rights and ensuring that all students are treated with dignity, respect, and fairness at all times.

1.2 The purpose of this policy is to ensure that applicants and current students with relevant criminal convictions (see Section 4.2) are managed consistently, equitably, and in compliance with the Rehabilitation of Offenders Act 1974.

1.3 Salt Training Limited collects information on certain unspent criminal convictions from applicants and students. This enables individuals with unspent convictions to access educational opportunities while ensuring the safety and security of the entire Salt Training Limited community, including students, staff, and visitors.

1.4 Spent convictions, as defined by the Rehabilitation of Offenders Act 1974, are generally not considered relevant, except for programs or courses involving work placements classified as exempt under the Act. These placements require Criminal Record Checks through the Disclosure and Barring Service (DBS). Where spent convictions must be disclosed, applicants and students will be informed and guided through the [enhanced/enhanced with barred list] DBS check process.

1.5 In general, a criminal record does not automatically prevent admission to Salt Training Limited, provided applicants meet all other entry criteria. Decisions will depend on the nature of the course, the offense, and the circumstances surrounding the conviction(s). Salt Training Limited reserves the right to refuse admission if an applicant's criminal record raises concerns about their suitability to attend.

Scope 2.1 This policy applies to all Salt Training Limited applicants and students during enrolment, regardless of mode, location of study, or age.

Policy Statement 3.1 Applicants are not automatically excluded from Salt Training Limited programs due to criminal convictions, unless it is determined that their admission or presence poses an unreasonable risk to:

- Their health, safety, or welfare or that of others;
- Salt Training Limited property; and/or
- The organization's reputation.

Salt Training Limited may deny admission if the identified risks cannot be reasonably mitigated or if a criminal conviction significantly limits the applicant's ability to succeed in their program or intended career pathway.

Disclosing Relevant Unspent Criminal Convictions

4.1 Applicants and students applying for or participating in a program or course that includes a work placement classified as 'exempt' under the Rehabilitation of Offenders Act 1974 must disclose relevant unspent criminal convictions using the Criminal Records Disclosure form provided by the Admissions Team. An unspent conviction refers to any criminal conviction still within its rehabilitation period or one that remains permanently on an individual's criminal record. Unspent convictions not eligible for protection will be reflected on all types of DBS checks (i.e., those eligible for filtering). Referral Orders automatically become spent, thus

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do not need to be disclosed unless they fall under exceptions outlined in the Rehabilitation of Offenders Act 1974.

If applying for a course, Salt Training Limited expects all applicants to determine whether their conviction is unspent or spent. Applicants may seek additional guidance through NACRO if needed.

4.2 For all Salt Training Limited courses, relevant unspent criminal convictions are classified as follows:

- Convictions resulting in a prison sentence exceeding two and a half years or involving violent or sexual crimes.
- Offenses involving violent or threatening behavior, or causing physical or mental harm to others, regardless of intent or outcome.
- Possession of offensive weapons, knives, or bladed/pointed articles.
- Possession of acids or corrosive substances intended to cause injury.
- Possession of controlled drugs or illegal substances.
- Sexual offenses, including those listed under the Sexual Offences Act 2003.
- Theft, including robbery, burglary, or being equipped to commit burglary or theft.
- Unlawful supply or trafficking of controlled drugs or substances.
- Offenses involving harassment, stalking, or malicious communications.
- Offenses related to firearms.
- Any hate crime, as defined by the Crown Prosecution Service (CPS Hate Crime).
- Arson.
- Offenses associated with terrorism.
- Fraud or related crimes, including market abuse and counterfeiting.
- Criminal convictions imposed outside the UK that align with the criteria listed above and any current restrictions arising from such convictions that could affect the applicant's ability to meet the course requirements.

4.3 Students must disclose any relevant unspent criminal convictions while enrolled at Salt Training Limited. Should any unspent convictions be disclosed or come to the organization's attention while the student is on a program, the Criminal Conviction Procedure will be implemented (see Section 8). Failure to disclose relevant unspent criminal convictions may result in suspension, as outlined in Salt Training Limited's Student Disciplinary Policy and Procedures.

5. Disclosing Spent Criminal Convictions

5.1 Health and Social Care, Childcare, and other child-related courses offered by Salt Training Limited often involve work placements that are classified as 'exempt' under the Rehabilitation of Offenders Act 1974. These courses require applicants and students to undergo a Criminal Record Check through the Disclosure and Barring Service (DBS). The enhanced DBS certificate will reveal details of both spent and unspent convictions, cautions, final warnings, and reprimands that are not protected (i.e., eligible for filtering), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2020.

Having a criminal record does not automatically disqualify an applicant from studying or working with children or vulnerable groups within the Health and Social Care or Childcare sector. Eligibility will depend on the

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nature of the offense and the circumstances surrounding it. Applicants for these courses must declare all relevant unspent and spent convictions using the Criminal Records Disclosure form provided by the Admissions Team.

This form is used to assess whether the disclosed criminal record makes admission inappropriate.

If relevant criminal convictions are disclosed or come to the attention of Salt Training Limited while a student is enrolled in a course involving an exempt work placement, the Criminal Conviction Procedure will be followed (see Section 8).

Applicants needing assistance in providing the required information can contact NACRO's Criminal Record Support Service at **0300 123 1999** or via **helpline@nacro.org.uk** for support.

5.2 For other programs offered by Salt Training Limited, spent convictions or filtered convictions (as defined by the Rehabilitation of Offenders Act 1974) are not considered relevant and should not be disclosed.

6. False Declarations

6.1 Salt Training Limited reserves the right to amend or withdraw an offer of a place at any time if it determines that an applicant or student has provided misleading, false, or fraudulent information or statements, or has submitted falsified documents, regarding any relevant criminal convictions as part of their application.

7. Criminal Convictions Procedure

Applicants wishing to enrol in a Salt Training Limited course

7.1 If a relevant criminal conviction is disclosed or comes to the attention of Salt Training Limited during the application or enrolment process, it will only be considered if the applicant has met the stated course entry criteria. If the application is unsuccessful, no further action will be taken concerning the disclosed criminal conviction.

7.2 Applicants who disclose a relevant criminal conviction will be required to complete a Criminal Conviction Disclosure Form and attend a Criminal Conviction Referral Meeting. The application will not proceed until all necessary steps outlined in this procedure have been completed. Failure to provide the required documentation regarding the disclosed conviction will result in the rejection of the application.

Students enrolled and attending a Salt Training Limited course

7.3 Students enrolled at Salt Training Limited are required to disclose any relevant unspent criminal convictions. If a relevant criminal conviction is disclosed or comes to the attention of Salt Training Limited during the course of study, the student will be required to complete a Criminal Conviction Disclosure Form and attend a Criminal Conviction Referral Meeting.

Criminal Conviction Referral Meeting

7.4 A Criminal Conviction Referral Meeting will be scheduled within 10 working days of receiving the disclosure. This meeting will typically be conducted by the Tutor or a Safeguarding Officer.

7.5 The purpose of the Criminal Conviction Referral Meeting is to evaluate the risk the applicant or student

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may pose to Salt Training Limited's staff and students. This risk assessment will be conducted on an individual basis, taking into account the following factors:

- Whether the conviction is relevant to the course or program applied for.
- Whether the spent or unspent conviction would hinder the completion of any required work placements.
- The seriousness of the offense disclosed.
- The age of the applicant or student at the time of the offense(s).
- The length of time since the offense(s) occurred.
- Whether the applicant or student has a history of offending behaviour.
- The circumstances surrounding the offense(s) and the explanation(s) provided by the applicant or student.
- Evidence that the applicant's or student's circumstances have positively changed since the offense(s).
- Any evidence submitted demonstrating good character.

7.6 The Criminal Conviction Referral Meeting will result in one of two outcomes:

Outcome 1:

- The applicant is allowed to enrol, but specific conditions may be attached to their enrolment or attendance at Salt Training Limited.

Outcome 2:

- The case is referred to the Criminal Conviction Panel for further review due to one or more of the following reasons:
 - a) The applicant or student is deemed to pose a high and potentially unacceptable level of risk, based on the policy's criteria.
 - b) The disclosed criminal conviction is considered serious, ambiguous, or complex.
 - c) The conviction would prevent attendance on mandatory work placements.

The outcome of the Criminal Conviction Referral Meeting will be communicated in writing to the Applicant or Student within 5 working days.

The Criminal Conviction Panel (the Panel)

8.1 Applicants or students will be notified if a Criminal Conviction Panel is being convened to assess their non-academic suitability for enrolment or continued attendance at Salt Training Limited. The Admissions staff will coordinate the Panel's meeting and ensure it receives the original application, disclosure, and any additional information provided by the applicant or student.

8.2 The Panel will typically consist of the CEO/Designated Safeguarding Lead, Independent Safeguarding chair and a minute taker.

8.3 The purpose of the Panel is to determine whether the applicant or student poses an unacceptable risk to Salt Training Limited's staff, students, or community.

8.4 The Panel will meet virtually or in person as soon as practicable, normally within 14 days of receiving information from the Criminal Conviction Referral Meeting. The applicant or student will have the opportunity

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to present verbal or written representations to the Panel. They may be accompanied by a friend or fellow student but are not permitted to bring a legal representative.

8.5 Panel Meeting Outcomes

The Panel Meeting may result in one of the following outcomes:

- **Outcome 1:** The applicant is granted enrolment. This enrolment may be subject to specific conditions, either tied to the enrolment process or applicable during the student's attendance at Salt Training Limited.
- **Outcome 2:**
 - The offer of enrolment to the applicant is withdrawn, or
 - The student is excluded from Salt Training Limited.

8.6 Non-Compliance with Conditions

Failure to comply with any conditions set under an Outcome 1 decision will lead to a referral under the **Student Disciplinary Policy and Procedure**.

The outcome of the Criminal Conviction Panel will be communicated in writing to the Applicant or Student within 5 working days.

9.1 Grounds for Appeal

An applicant or student may appeal a decision made by the Criminal Conviction Panel on one or more of the following grounds:

- **Procedural Irregularity:** Where it is alleged that Salt Training Limited failed to follow its procedures.
- **Extenuating Circumstances:** Where relevant information, not previously considered by the Panel, is presented and could potentially alter the decision.

9.2 Submitting an Appeal

To appeal a decision of the Panel, the applicant or student must submit a written appeal to the within **10 working days** of receiving the Panel's decision at the info@salttraininglimited.co.uk

9.3 Appeal Process

The Managing Director, will review the evidence considered by the Criminal Conviction Panel and may request additional information, including input from Panel members. The Managing Director will:

1. Assess the grounds for appeal and any supporting information provided.
2. Invite the applicant or student to provide any further representations.
3. Make a determination based on the evidence and representations presented.

The decision of the Managing Director will be **final**.

10. Privacy Statement

10.1 The information provided by the applicant or student will be processed and stored in compliance with the

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Data Protection Act 2018, GDPR, and any subsequent applicable legislation.

10.2 This information will be used by Salt Training Limited to evaluate the applicant's or student's suitability for the programme they have applied for or are currently enrolled on.

10.3 Salt Training Limited may request additional information or seek consent to contact external organizations, such as the **Probation Service** or **Support Workers**, where necessary.

10.4 All records pertaining to criminal convictions will be securely stored by Salt Training Limited. Key details of the Criminal Conviction Disclosure (CCD) process will be maintained on the safeguarding system for **seven years** following enrolment. For applicants who are not offered a place or do not enrol, records will be securely retained and permanently deleted after **six months**.