

Student disclosure

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.



University of the
Highlands and Islands
West Highland College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste na Gàidhealtachd an Iar

Student Disclosure Policy

ELT manager	AP Student Services
Responsible officer	Student Services Officer
Date first approved by BoM	October 2013
First Review Date	July 2016
Date review approved by BoM	18 December 2014
Next Review Date	December 2017
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
GM/EB	11.11.14	2: Policy statement (UHI added)	18.Dec.14

1. Introduction

This policy and associated procedures applies to anyone who is applying for, or enrolling on, any course where the College deems it a requirement for students to disclose any previous criminal record. The College will ensure that appropriate checks are undertaken on everyone applying or enrolling on any course which includes the undertaking of a work placement involving working with vulnerable adults or children.

Anyone applying for, or enrolling on, these courses will be required to submit a disclosure request to the Disclosure Scotland Scheme, which also incorporates the Protecting Vulnerable Groups (PVG) Scheme. The PVG Scheme ensures that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour. The decision to accept any applicant on to one of these courses will take into account the outcome of this disclosure check.

Courses on which students are currently required to disclose any previous criminal record are listed at Appendix 1.

2. Policy Statement

The College complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. West Highland College UHI has a duty to rehabilitate ex offenders and we undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

All applicants will be provided with relevant information at the earliest opportunity.

The College is committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination and specifically on the grounds of gender, race, disability, age sexual orientation and religion or beliefs.

3. Procedure

Relevant applicants/enrolling students will be sent an explanatory letter and the appropriate forms to complete and return to the Human Resources Officer, who is a Disclosure Scheme authorised signatory.

The cost of the disclosure check is met by the college. Further Education students however may be able to claim this as part of their student support funding and the Student Finance section are responsible for ensuring that this cost is included in any relevant student's application for funds.

The applicant/enrolling student and the College both directly receive the outcome of the disclosure check from Disclosure Scotland.

The applicant will be requested to self-disclose, in confidence, any previous criminal conviction which may have an impact on the decision to offer a place. Those applicants will still be required to submit a Disclosure check to Disclosure Scotland and their continuation on the course will be subject to the outcome of this check.

4. Decision to Offer a Place

Having a criminal record will not necessarily debar applicants from being accepted onto the course. The Student Services Manager will support any applicant who may have specific queries regarding this process.

Where a Disclosure reveals convictions, a judgement will be made based on the nature of the offence; the time period that has elapsed since the offence was committed and any pattern of repeat offending behaviour. This judgement will be made by a panel consisting of the Student Services Manager, The Safeguarding Co-ordinator and the relevant Curriculum Leader or Assistant Principal. Each case will be considered on an individual basis and any risk will be assessed

The individual may be required to meet with the Student Services Manager to provide more information about the conviction. Any relevant information offered by the individual concerned about the circumstances surrounding the offence being committed or any change in circumstances since the conviction will be taken into consideration. During interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant however failure to reveal information that is directly relevant for the position sought could lead to withdrawal of an offer of a place on the course.

Applicants who choose not to admit all offences within the required procedures could find that a minor offence has resulted in their rejection because it was compounded by a lack of openness/honesty.

5. Appeal against Decision

Any applicant who wishes to challenge the decision should write to the Assistant Principal (Support) within 20 working days of receipt of the decision.

6. Storage of Disclosure Information

The College does not use any information obtained through the Disclosure process for any purposes other than that for which it has been provided.

The information obtained through the Disclosure process is sensitive, personal information, and as such will be handled responsibly and in compliance with the College's Records Management policy.

7. Review

This policy will be reviewed every three years or as changes affecting it occur, whichever is earliest.

Appendix 1

Courses on which students are currently required to disclose any previous criminal record:

NC Child, Health and Social Care
NC Early Education and Childcare
HNC Early Education & Childcare
NC Sport and Fitness, Level 5
Certificate in Advanced Outdoor Leadership
BA (Hons) Adventure Tourism Management

Students on other courses may also have to go through the disclosure process dependent upon the nature of their work placement.

Appendix 2

This policy complements the West Highland College's Safeguarding Policy