

# DISCLOSURE OF CRIMINAL CONVICTIONS POLICY

The College of West Anglia recognises its responsibilities to protect young and vulnerable people in its care. In support of pursuing its responsibilities, the College will require any potential employee to declare any convictions. The College will also work with an umbrella body holding Registered Body status with the Disclosure and Barring Service (DBS) and will require submission of appropriate staff information for clearance.

The College recognises that, when it places students or volunteer workers in some placements, it will be necessary for both these students/volunteers to declare any convictions, and when the students are under 19, checks on workplace staff will need to be carried out. Where appropriate, students/volunteers who are to be placed in work environments with vulnerable groups will also be required to be submitted to DBS checks.

In requesting this information, the College will abide by the rules governing the protection of data.

Custodian: David Pomfret

Last date reviewed: 26 April 2018