

# LEARNER RELATED POLICY: ADMISSIONS

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: <b>Deputy Principal</b> Reviewed by: <b>Assistant Principal:</b> <b>Student Experience</b>	
Date of next review	<b>September 2025</b>

*This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation and Disability*

## 1. Document Control

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### 1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

## 1. **INTRODUCTION**

Boston College is committed to enabling its learners and staff to fulfil its mission 'To ensure that all our students achieve their brilliant 'best' for themselves, their employers, their communities and their future'. We aim to do this by providing a diverse range of education and training opportunities.

We are committed to ensuring that course choices and offers are in the best educational interest of an individual learner, enabling them to both achieve and progress (in terms of personal skills but also social and academic development).

## 2. **AIMS AND OBJECTIVES**

- Communicate clearly and promptly to all enquiries
- Provide an accessible and efficient application process
- Provide an outstanding customer experience
- Signpost applicants to and provide impartial careers information, advice and guidance delivered by qualified staff
- Signpost applicants to information about financial support, wellbeing and additional learning support
- Gain feedback from our applicants to evaluate and improve the service
- Treat all applications fairly, consistently and with respect, giving due regard to our duties and obligations including under the Equality Act, the General Data Protection Regulations (GDPR).
- Work closely with curriculum teams to deliver outstanding course reviews, Introduction/taster and enrolment events.
- Make timely decisions and act proportionately based on information and evidence available and applying the principles of reasonable adjustments where lawful and necessary.

## 3. **SUPPORT FOR YOU**

We are committed to providing the very best support and guidance to applicants. To enable us to do this, we encourage applicants to disclose any support or learning needs, or criminal convictions when submitting their application at the earliest opportunity.

Self-disclosure forms are an integral part of applying to study at Boston College and ensures that we can make an informed decision, based on accurate and timely information.

We can provide support with completing and submitting an application, along with support at review. It is important that you let us know if you have any access needs prior to your application review so that we can ensure that you have a positive experience.

#### **4. ENTRY CRITERIA**

Many courses at the college have entry criteria to ensure that individuals are able to fairly assess the academic requirements, pace and rigour at a given level of study or mode of delivery. Some qualification awarding bodies require achievement at a previous level, evidence of prior learning or a particular GCSE (or equivalent) grade profile.

We are committed to ensuring that we make the reasonable adjustments required to ensure that barriers to learning are minimised and/or eradicated wherever possible and in accordance with our duties under the Equality Act (2010).

Offer of a place on some courses require participation in assessed activities, for example a submission of portfolio work, a written task or an audition (this list is not exhaustive).

Some courses also require the completion of a Disclosure and Barring Service (DBS) check (for more information, please refer to the relevant section within this policy).

The entry criteria for each course is outlined on the relevant course page on the college website. Please contact our information line if you have any questions, on 01205 313218 or [info@boston.ac.uk](mailto:info@boston.ac.uk).

#### **5. ENGLISH AND MATHEMATICS**

Applicants for Study Programmes who have not achieved a grade 9 (A\*) – 4 (C) in either GCSE English or Mathematics are required to continue to study and develop these skills as part of their study programme.

Applicants who have achieved a grade 3 (D) are required to continue their GCSE study and retake the examination as part of their study programme.

Applicants who have achieved below a grade 3 (D) will continue to develop their skills via Mathematics and / English skills building and development via the Functional Skill Programme.

#### **6. CURRENT BOSTON COLLEGE STUDENT APPLICATIONS**

Applicants who currently study at Boston College and wish to progress, are subject to all of the requirements outlined within this policy, although individuals wishing to progress within the same course and/or curriculum area will not routinely be required to undertake a review. Any new course offer is subject to the successful completion of a current programme of study and other conditions as outlined in the Internal Review form.

The college acknowledges that for some individuals, for example, a learner with SEND, may demonstrate progression laterally, acquiring a breadth of skills and learning, rather than progressing through levels of learning.

## **7. SAFEGUARDING**

Boston College is fully committed to the wellbeing of learners, staff, visitors and other stakeholders. The College actively promotes the positive welfare of all staff and students including vulnerable adults and those with SEND and expects all staff, volunteers and partners including work placement providers to endorse and demonstrate this commitment at all times.

### **7.1 CRIMINAL CONVICTIONS**

The Rehabilitation of Offenders Act (1974) requires individuals who have unspent convictions (under your rehabilitation period) to disclose any unspent convictions at the time of submitting an application to the college.

Upon disclosure, our Learner Services Team will contact you to obtain more information, enabling us to work with other organisations to appropriately assess any risk or support which might be required.

Please see Appendix 1 for further information on how your information and Application will be assessed.

### **7.2 DISCLOSURE & BARRING SERVICE (DBS) REQUIREMENTS**

Some public and professional bodies uphold strict fitness to practice requirements for those wishing to fulfill certain careers categorised as 'regulated activity' with children or vulnerable adults. Course areas requiring a DBS check include childcare and early years, health and social care, and law enforcement.

Where a course has a mandatory work placement as part of the overall successful completion of a course, there may be a requirement for an applicant to complete checks using the Disclosure and Barring Service (DBS). The college reserves the right to refuse entry to a course or withdraw a course offer where a notification via a DBS check would mean that an applicant would be unable to practice or pursue their career ambition as a result of the check.

## **8. SEND**

Some applicants may require a personalised package of support. Our Inclusive Learning Team can provide additional support by attending school annual reviews and supporting applicants during reviews, introduction/taster days and at enrolment. The team can arrange bespoke transition activities, including additional

campus visits and will work with you to develop an individual plan of support, to achieve your individual aspirations and outcomes. Please see Appendix 2 for further information.

## 9. **ADVICE AND GUIDANCE**

The college has a team of qualified careers advisors (Careers Team) who can provide impartial one-to-one careers information, advice and guidance. The college website contains information about local employment opportunities relating to course areas along with access to 'Careers Coach', which will enable you to answer a range of questions and will build a personalised course recommendation based on your interests. You can access our free online Careers Coach here: [Home | Boston College UK](#)

If you would like to book an advice appointment, please contact the Careers Team by calling 01205 313218 or e-mail [Info@boston.ac.uk](mailto:Info@boston.ac.uk). You can also email Careers directly on [careers@boston.ac.uk](mailto:careers@boston.ac.uk).

## 10. **ADMISSIONS CYCLE**

### 10.1 **APPLICATION**

We recommend that wherever possible, applicants attend a college open event prior to making an application. This provides an opportunity to meet course staff, explore the college and its facilities and meet our support teams.

Applicants should apply using the online application form via the website. Support can be provided via the Learner Services team. Applicants are strongly recommended to apply for a maximum of three courses.

If prospective learners do not have access to the website, then a paper application form can be requested by contacting Learner Services 01205 313218 or e-mail [Info@boston.ac.uk](mailto:Info@boston.ac.uk).

The college is only able to accept applications from individuals who will be 16 years old on 31st August prior to the start date of their chosen course.

Higher Education students applying to study a course at Boston College also apply and manage their admissions journey via our online account system.

All applications will be assessed by a member of the Admissions Team for a referral to the Curriculum Area for an application review discussion, this date will be within 20 working days from when the application was received.

Applications with no clear career aim or are unsure of their progression will be offered support from the Careers Team.

## 10.2 **APPLICATION REVIEW**

Most courses require an application review discussion to enable course tutors to ensure that an applicant fulfils the entry requirement, course choice meets future aspirations, and the student understands the course choice.

Some courses will also require an assessment/portfolio and/or audition to ensure that the rigors of the course can be met by the prospective learner.

Application reviews may take place in person, online or by phone.

## 10.3 **COURSE OFFERS AND ACCEPTANCES**

Following an application review and/ or review of a submitted task or portfolio, an applicant will receive one of the following next steps;

### ***1. Unconditional Offer***

Based on your previous or predicted attainment and/or qualifications, you have the offer of a place on a course with no conditions.

### ***2. Conditional Offer***

You have been offered a place on a course subject to one or more conditions, which might include the achievement of predicted qualification grades, completion of an audition or assessment or successful completion of a current course or assessment of support needs. If the offer is for an Apprenticeship Programme you will need to have an employer before you can start this programme.

A letter of confirmation of the offer will be posted within 15 working days of the application review discussion.

### ***3. Referral for advice and guidance***

A guidance session to look at alternative courses.

## 10.4 **ENROLMENT**

Our main enrolment takes place during August each year. All applicants who have successfully received a course offer will be invited to enrol either on site or online. Those enrolling online will be requested to upload an appropriate, clear image of their face. Uploading, or attempting to upload indecent or inappropriate images via the online joining portal <https://join.boston.ac.uk/> would be referred to the Designated Safeguarding Lead as a safeguarding matter.

You will be required to provide identification, qualification certificates and enrolment / course related fees (either online or in person). Full enrolment details will be sent a letter or e-mail to all applicants during the latter part of July.

## 10.5 **LATE APPLICANTS**

A late application is classed as an application received at the College after 1<sup>st</sup> August. Late applicants will automatically be placed on probation. Late applications may be considered within the first 4 weeks of the beginning of any full time course. However, this will depend on the availability of places on a course, the type of course and the ability of the individual to catch up with any missed learning.

## **11. WITHDRAWAL OF AN OFFER/APPLICATION**

We reserve the right to withdraw a course offer where information provided on an application or as part of the admissions process, including application review and enrolment affects the colleges' ability to effectively safeguard the applicant, other learners, staff or stakeholders. This includes omitting information relating to additional learning needs which would impact on the college being able to reasonably implement the support or resources required to meet needs.

Some of the reasons an offer might be withdrawn include (although not exhaustive);

- Failure to disclose an unspent criminal conviction
- Inaccurate or falsified information (including personal information)
- Failure to disclose additional learning support needs which subsequently impact on the experience of an individual (e.g. access and support needs)
- Uploading, or attempting to upload indecent or inappropriate images via the online joining portal <https://join.boston.ac.uk/> would be referred to the Designated Safeguarding Lead as a safeguarding matter.
- Refusal to undertake reasonable assessments which may help to ascertain academic level or skill level to ensure success on a course or to meet with external requirements

There may be circumstances where the colleges duty to safeguard and its safeguarding policy may supersede this policy.

## **12. DECLINING APPLICANTS**

The College actively promotes equality of opportunity for all and welcomes applicants from a wide range of applicants. There may be occasions where the application for the course is considered unsuitable, inappropriate or the College may consider it is unable to support a learner fully on their course.

Please see Appendix 3 for further information.

## **13. TRANSFERS**

We aim to ensure that learners are happy on their chosen course, but we understand that sometimes individuals may want to change their course or career pathway. During the colleges induction period, our 'swap not drop'

strategy is designed to support learners by providing careers guidance, support and advice. If a suitable alternative course is identified, a place on the course available and both course areas are in agreement (current and new course area), it may be possible to transfer. This would be subject to any additional course or material fees being paid.

#### 14. **APPEALS**

The College is always open to feedback to ensure that the learner experience is 'Brilliant'. If you would like to discuss any part of your admission journey, then please get in touch.

If an applicant is dissatisfied with a decision regarding their application, they have a right to submit an appeal. The appeal should state clear reasons for their appeal and provide any supporting evidence. Appeals should be made in writing and be addressed to:

Assistant Principal: Student Experience  
Boston College  
Skirbeck Road  
Boston  
PE21 6JF

The appeal will be acknowledged, and the Assistant Principal will then meet with the applicant and their parent/carer (if under 18) to discuss their application. Where appropriate and or necessary the Assistant Principal will consult with and make a recommendation to the Deputy Principal whose decision will be final.

The applicant will be advised of the outcome and any action to be taken in writing within 28 days of the date of the appeal receipt acknowledgement.

## ANNEX 1

### LEARNER RISK ASSESSMENT

Boston College actively promotes equal opportunities for all and welcomes applications from a wide range of applicants including those with criminal records. The College selects all candidates for interview based on their skills, qualifications, references, interview process and experience in relation to the course applied for.

Having a criminal record, conviction or cautions pending will not necessarily prevent you from being a learner at Boston College. It will depend on the nature of the course applied for and the circumstances and background of any offence. The admission of individual applicants is, however, at the discretion of the College with due regard to the health, safety and welfare of the applicant and other members of the College's communities. In particular, there may be occasions where the nature of an applicant's criminal record provides a potential risk to the College community or makes him / her unsuitable for the chosen programme. Learner Risk Assessment is one way in which the College works to provide a safe and inclusive environment.

As part of the College's Admission procedures, applicants / learners are required to declare if they have any unspent criminal convictions, any pending court cases, or if they are charged with any criminal offence after application and enrolment stages or at any point during their course should the learner's situation change.

Currently the Rehabilitation of Offenders Act (1974) enables ex-offenders to 'wipe the slate clean' of their criminal record once a period of time has lapsed from the date of conviction. Provided they have not been re-convicted for another offence, their conviction becomes 'spent', which means that when asked if they have a criminal record, they can answer 'no'. Spent convictions are now split into two categories 'protected' and unprotected'. **All convictions will be retained on the PNC until an individual's 100<sup>th</sup> Birthday and will be disclosed as part of an individual's DBS Check. From 29 May 2013 some PNC information relating to old and minor spent convictions and cautions will be 'filtered out', and no longer appear on DBS Certificates.** These are classed as 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

There are certain professions and occupations that are exempted from the Rehabilitation of Offenders Act 1974 and this means that any applicant intending to study a course that involves a relevant work placement must **disclose all convictions**, as 'spent' periods do **not** apply. Applicants will also be required to complete a Disclosure and Barring Service (DBS) check prior to starting on a relevant work placement. This will be done by the relevant curriculum area staff. It is also a requirement that applicants will have a clear DBS to undertake Care, Early Years and law enforcement related courses.

The College has a very large learner population and it is not practical to risk assess all applicants / learners. However, in terms of managing potential risk, it is appropriate to risk assess the following groups of learners who provide a positive disclosure: -

- Full-time learners
- Part-time learners that will be studying on site including Apprentices
- Learners studying at satellite campuses
- KS4 learners referred by schools and other agencies
- All individual referrals from Probation, Youth Offending, APEX, MAPPA (Multi Agency Public Protection Arrangement) or MAPPOM (Multi Agency Prolific and other Priority Offender Management), Secure facilities, Prison's,
- Looked After Children Service, Children's and Young People Services and any other agency referral
- Any learner who is referred by staff known to, or suspected to have a criminal record
- Learners who have had a positive DBS Disclosure

Behavioural difficulties are **not** part of the Risk Assessment process and should be dealt with through existing curriculum procedures, the Learner Behaviour Policy and the Learner Disciplinary Policy.

Applicants applying to the College are required to 'declare' on the College's application form and on the College's Enrolment form whether they have any unspent convictions. The intention is that, where possible, applicants go through the Risk Assessment procedure before starting on a course. The Admissions Team initially writes to the applicant who at this point is required to formally disclose their criminal record on the Declaration of Previous Convictions form. In deciding whether an applicant poses a risk for a specific programme of study, the Learner Services Team will consider each applicants individual circumstances in a fair and objective way.

The College reserves the right to decline a place to an applicant without a Risk Assessment interview where their level of risk identified in information provided by an agency such as Probation Service, Youth Offending Service, the Public Protection Team, a secure unit or similar, is deemed so high that it cannot be accommodated within the College environment. This also applies to applicants who are subject to conditions or restrictions as part of Bail or an Order, which could mean that they cannot come in to contact or have unsupervised contact with ages 16 and under. These circumstances may be because of the risk of harm to other users of the College, themselves, or to the physical environment. If this applies, the applicant and / or agencies representing the applicant will be informed in writing, and the application will be withdrawn. If the applicant has enrolled, they will be asked to leave their course with immediate effect. At such a time as the assessed level of risk reduces, or Bail or Order Conditions are removed, the situation may be reassessed.

If a Risk Assessment is required, the applicant will be invited to an interview with Learner Services staff. Applicants can bring someone for support, for example their Key Worker, Offender Manager, Youth Offending Worker, Public Protection Officer, or parents/guardians. It is not appropriate to bring a solicitor or other legal representatives.

Applicants are given a maximum of two chances to attend an interview; failure to attend, or contact the Learner Services team to re-arrange their interview will result in their application being withdrawn. If they are enrolled, where appropriate we liaise with their Curriculum Area prior to withdrawing them from their course for 'Non-compliance of the Admissions Policy'. Applicants will always receive correspondence from the Learner Services team in writing.

An applicant may be cleared to attend a course at the College, but might not be able to study on their chosen course. This is usually because of the nature of the applicant's offence. We will always make every effort to place an applicant on a more suitable course.

The types of information which would normally be required, in order to make a fair assessment of a person's suitability to attend a course are: -

- Whether the offence(s) are one-off or prolific and the degree of planning involved.
- Type of offence such as weapons / racism / drugs / violence.
- Who committed the offence - gang or individual and degree of involvement.
- Vulnerability of the victim, was the offence committed against staff.
- Location of the offence.
- Sentence received and served.
- The person's age at the time and how long ago the offence(s) were.
- If appropriate, what offence focused work they have been doing with the Youth Offending Team / Probation, the Public Protection Team or other agencies such as Nacro, local support centres.
- Background of the person, the person's current behaviour and conduct since the offence(s).
- What they are currently doing, are they working, involved in voluntary work, community groups, training, looking for work.
- The type of environmental factors which might exacerbate the condition or behaviour, mental health, substance misuse, medication, peer group influence, involvement with other agencies, previous education history.
- Medical conditions and medication taking, where relevant information will be forwarded to the appropriate support team.
- Requirements of the course i.e. Full time / Part time, location, size of classes, type of learners, work placement, level of course.
- Support they could benefit from; Learning Mentor, Counselling, Mental Health, Additional Learning Support, we then refer as appropriate.
- Disclosure to teaching / support staff.
- Conditions to their place at College may be given.

If the person has had contact with agencies in the past 12 months a Risk Reference may be obtained from either the Youth Offending Service, or Probation Service. Occasionally applicants will be involved with numerous agencies and depending on the circumstances, we may also contact the Public Protection Team, Occupational Therapist, Key Workers, CIA service etc. The reference requests details such as the level of risk on a number of

areas; details of the offence focused work and whether they would support their application to our College, bearing in mind our School Links and Nursery. For more complex cases, Psychiatrists / Specialists, Doctor's, Key Workers, hostels or other agencies may be contacted. We also have links with the Police, and The Public Protection Team (MAPPA); who support the assessment and management of the most serious sexual and violent offenders.

If an applicant has previously been withdrawn from a College course for reasons of gross misconduct, criminal damage or violence against persons or property, then the College reserves the right to consider any future application taking this evidence into account.

During a Risk Assessment interview, comprehensive notes are taken. When the interview is completed, the learner is required to read the notes and sign a declaration statement to say it is an honest and true account. If information comes to light after the interview that wasn't disclosed and that has an impact on their level of risk, the Learner Services team can recall the applicant for a further interview and reassessment, immediately decline, or withdraw a learner if enrolled.

Following an applicant's Risk Assessment interview and once all supporting information is collated, a recommendation of an outcome is made by the interviewer, and for high risk applicants it is then presented to the Assistant Principal: Learner Experience for approval or review by ELT panel. When the recommendation is agreed, the applicant will receive written confirmation of the outcome of the Risk Assessment, and whether a referral for support has been made. The Assistant Principal: Learner Experience will liaise with staff and monitor learners referred for support, and conditional learners. If an applicant is declined, this is also sent in writing and the Learner Services Team actions the withdrawal.

There are four possible outcomes from a Risk Assessment which include: -

- Acceptance (this could include transferring to another course)
- Acceptance with Conditions or referral for support
- Decline and the learner will be withdrawn from their course for that year
- Deferred

If Conditions are attached to an applicant's place, they will usually be tapered to an individual's circumstances. They will be monitored and could involve liaison with teaching and support staff.

If an agency is involved, a Condition could include regular agency updates. Termly Risk Assessment Review Meetings could also be included. A learner is sent the Conditions in writing and is required will sign to a statement that they agree to the Conditions, and understand that failure to adhere to the Conditions and the Risk Assessment Policy would usually result in being withdrawn from their course and the College for the rest of the academic year.

It is important to note that during a course of study, a learner's circumstance may change. Learners are required to inform, and submit details to the Learner Services Team if they have been arrested, bailed, or charged and convicted of an offence. The College reserves

the right to conduct a Risk Assessment on a learner at any point if it is found a learner has previous or current conviction(s) they have failed to declare.

If a learner has been arrested, is on bail, or is charged of an offence, the learner must inform the Learner Services team immediately. The learner is obliged to keep the team updated with regards to court dates. If a learner is arrested, bailed and given bail conditions, in some circumstances, the conditions will prevent the learner from continuing on a course. If the conditions are removed, the Learner Services team will be able to review the Risk Assessment and the learner's place at College. The College reserves the right to immediately withdraw a learner's application, or from a course, without a Risk Assessment if it is found a learner has previous or current convictions they have failed to declare, or if they have been arrested, bailed or charged of an offence and failed to declare to the Learner Services Team, or if they have failed to inform the College of a bail condition that would affect attending Boston College.

## **STORAGE OF AND ACCESS TO DISCLOSED INFORMATION**

### **1. Storage / Data Protection**

Information disclosed will not be stored in learner personal files but held separately in a lockable storage facility with access limited to only those who are entitled to see it as part of their duties, specifically these include: -

- a) Assistant Principal: Learner Experience / Head of Safeguarding & Wellbeing / Learner Support Officers
- b) Inclusive Learning Team
- c) Directors of Learning
- d) Course Tutor
- e) Exec Panel Members
- f) Administrator

### **2. Handling**

In accordance with Section 124 of the Police Act 1997, disclosure information will only be passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those who have disclosed information but we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **3. Usage**

Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent will have been obtained.

### **4. Retention**

Disclosure information will not be stored for longer than is necessary. Data Protection rights of an individual will be paramount as will be the protection of staff and users of the College's services.

**RISK ASSESSMENT PROCESS**

College application form completed or referral from agency, secure facilities, prisons, children in care service, staff, the learner has re-offended, or 'positive' DBS check.



Declaration of Previous Convictions form is sent to applicant for completion



If needed, an applicant/ learner is invited to a Risk Assessment interview as a result of: -

Declaring previous convictions; Re-offending;  
Referral from DBS, if not declared to Learner Services Team or non-disclosure of an offence/s in a previous Risk Assessment;  
Concerns about previous history including convictions linked to drugs, violence, alcohol, mental health difficulties; any pending convictions;  
A referral from external agency/provider/prison/facility or member of staff



Risk Assessment Team, gathers and completes relevant information / interviews/ references as appropriate



Learner Support Officer will complete the Risk Assessment with formal recommendation on evidence; will also recommend support and/or Conditions (if appropriate), or withdrawal from a course or the College, or transferring the learner to another course



Assistant Principal: Learner Experience and/or Exec Panel agrees recommendation / further information is obtained



Accepted / Declined, confirmed in writing.

## APPENDIX 1

### Disclosure of Unspent Convictions Form

For each unspent conviction that you have, please provide the following information:

- The type of offence.
- The date of conviction.
- Your age at the time of the commission of the offence.
- A brief explanation of the circumstances of the offence.
- The country in which the offence was committed.

<b>The type of offence:</b>

<b>The date of conviction:</b>

<b>Your age at the time of the commission of the offence:</b>

<b>A full explanation of the circumstances of the offence:</b>

<b>The country in which the offence was committed</b>

Type of sentence imposed, including for example, imprisonment, fine, probation order, supervision order, etc. and length of the sentence:

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Period of time before the conviction becomes spent:

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Contact details of your probation officer or support worker:

Name:

Position:

Address:

Email:

Tel Phone:

Contact details for yourself

Name:

Address:

Email:

Tel Phone:

## Consent Form

### Data Processing Consent

I .....(Name), hereby give my consent to the personal and sensitive personal data about me contained in this Disclosure Form being processed by the College in accordance with its Admissions policy.

Signed:.....Date:.....

## APPENDIX 1.2

### **Criminal record check risk assessment form**

**This form is to be completed and used for the following purposes:**

- 1** When a successful applicant has been offered a place.
- Where required, the risk assessment needs to be completed before learners can commence the course.
  - If further action is necessary, this should be agreed between a Learner Support Officer and Head of Safeguarding and Wellbeing or Senior Leadership Team.
  - Once completed this form should be signed by both the Learner Support Officer team and the Head of Safeguarding and Wellbeing or member of the Senior Leadership Team and stored on MyConcern.
  - A review of the risk assessment should be carried out whenever a risk is presented.

## Section A

**To be completed by the Head of Safeguarding and Wellbeing or a member of the Safeguarding team.**

Please complete in full:

Name of applicant:					
Course applied for:					
Level of disclosure required:	Enhanced barred <input type="checkbox"/>	and	Enhanced <input type="checkbox"/>	Standard <input type="checkbox"/>	Basic <input type="checkbox"/>
Faculty:					
Date of assessment:					
Name of assessor one (Safeguarding)					
Name of assessor two (Line Manager):					
Name of assessor three (Director):					

Question	Yes/ No	Please provide details
Has the applicant declared any cautions, convictions, reprimands, final warnings or bind overs in the UK or any other country, or are they under police investigation?		
Is this a single offence or has there been more than one offence?		
Has any police intelligence been disclosed at chief police officer discretion which causes concern (if applicable)?		
<b>Nature of conviction(s) or police intelligence disclosed (Continue on separate sheet if necessary)</b>		
Offence(s):		
Date of conviction(s):		
Sentence(s) received:		
Age at time of offence(s):		

Length of time since conviction(s):

## Section B

**To be completed by the relevant member of the Safeguarding team and individual during risk assessment meeting**

Question (Please provide details)		
What were the circumstances surrounding the offence(s)?		
Attitude to the offence(s)		
Efforts made to not reoffend		
Question	Yes /No	Please provide details
Have the individual's circumstances changed since the offence(s)? If so, how?		
Are the offence(s) relevant to the course?		
Is the individual taking part in a specific remedial/action programme?		
Does the nature of the course present any opportunities for the student to reoffend?		
Does the course involve regular one-to-one/ unsupervised contact with vulnerable people?		
Does the course involve direct contact with the public?		
Does the course involve direct responsibility for finance or items of value?		
Does the course involve a significant level of trust i.e. nursing or caring for people?		
Is the individual barred from working in regulated activity? (If applicable)		
Were suitable references obtained and ID checked? (If references gave cause for concern please state details)		
What level of supervision does the student receive?		

Enter below any further questions you feel may be relevant to the applicant in relation to criminal convictions.

Question	Please provide details

Signed:		Print name:		Date:	
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## Section C

**To be completed by the Head of Safeguarding and Wellbeing or a member of the Safeguarding team after risk assessment meeting has taken place.**

Please enter below any precautionary measures recommended for the individual in light of the above information to minimise the risk of any reoccurrence of any potential criminal activity or associated behaviour. This can be expanded on as necessary for the particular role as required.

1.	
2.	
3.	
4.	
5.	

## Section D

### Criminal record risk hazard form

Please record below any organisational risk of harm. This should relate specifically to the impact on the organisation and not the individual.

<b>Nature of hazard?</b> e.g. reputational risk, risk of sexual harm, risk of theft
<b>Who might be harmed?</b>
<b>What is already/will be done to minimise risk?</b>
<b>Likelihood of hazard/risk occurring? Please select from:</b> 1 = Very unlikely   2 = Fairly unlikely   3 = Fairly likely   4 = Very likely
<b>Impact of hazard/risk? Please select from:</b> 1 = Minor impact   2 = Fairly serious impact   3 = Very serious impact
<b>What is the remaining risk based on likelihood and impact? e.g. low/medium/high</b>
<b>What further action is required?</b>
<b>Who is responsible for taking this action and by when?</b>

## Section E

### To be completed by all parties carrying out the risk assessment

☐ The information above has been considered and we are/are not satisfied that it is safe to allow the named applicant/student to commence their course.

Detail action to be taken below:

<b>Signed:</b> Head of Safeguarding and Wellbeing or member of Safeguarding team		
<b>Print name and job title:</b>		<b>Date:</b>
<b>Signed:</b> Vice Principal for Student Experience		
<b>Print name:</b>		<b>Date:</b>

## **APPENDIX 2**

### **DISCLOSURE OF LEARNING DIFFICULTY/DISABILITY BY APPLICANTS WITH ADDITIONAL SUPPORT NEEDS**

1. Boston College encourages learners to disclose any learning difficulty and/or associated disability on enquiry, application, on enrolment or at any time whilst on a course. A learner may seek advice from the Inclusive Learning Department if they are not sure whether they have an additional need which may impact on their ability to access and make progress on their programme of study. The Inclusive Learning Department can offer and organise many different kinds of support.
2. Under the Disability Discrimination Act and the Special Educational Needs and Disability Act 2001 (SENDA) and SEND Reform 2014 the College has a duty to make reasonable adjustments for learners with additional needs. It therefore takes a pro-active approach and continually attempts to anticipate the needs of those who require support. Part of this process is to encourage learners to disclose their difficulty at the earliest possible stage so that a needs assessment can be carried out and when appropriate reasonable adjustments can be made.
3. Where disclosure has not been made prior to or at enrolment it may subsequently be made to staff at the College. The learner may indicate that they have a disability, or an illness or medical condition that affects their studies, or a specific learning difficulty e.g. dyslexia. For the purposes of this policy, references to additional needs incorporate all such conditions which might require support. If this happens, the staff member to whom the disclosure is made will ensure that the environment in which disclosure takes place is suitably private in order to maintain confidentiality. The learner will then be asked to sign the declaration/learning agreement when enrolling at College.
4. The Declaration/Learning Agreement is a transparent mechanism for the gathering and communication of information for the specific purpose of ensuring the additional needs of learners are met. It also provides the means to ensure confidentiality where the learner requires it. The form is designed and processed having regard at all times to the Data Protection Act 1998 (DPA). Information about disability is classed as 'sensitive personal data', the processing of which requires the explicit consent of the data subject. The Declaration/Learning Agreement sets out what the information might be used for and the persons or organisations to whom the information might be disclosed.
5. On completion, the staff member will return the form to Registry Department. The Inclusive Learning Department will conduct an initial support assessment to identify the difficulties the learner experiences and the support the individual needs.

6. Where the learner requests confidentiality or permits only a limited disclosure, the College will still attempt to assess the needs of the learner and make reasonable adjustments insofar as this can be done whilst still complying with the learner's wishes. However, such compliance may adversely affect the level of support which the College can give. For example, it might not be possible to make any reasonable adjustment or the adjustment might not be to the same standard it would have been if full disclosure had been permitted and / or a lower level of confidentiality required.
7. Where the learner specifies total confidentiality / non-disclosure the form will not be passed to the Curriculum Department (or to any other staff member if the learner so wishes) and will be retained on the learner's file held by the Inclusive Learning Manager. The person to whom the information has been disclosed will, after agreement with the student, endeavour to put in place whatever support is reasonably practicable, having regard to any applicable College regulations and policies and health and safety considerations, without compromising confidentiality. Where this involves the passing of information to other staff within the College this will be done with consideration and care and in accordance with the DPA.

**The College understands that some individuals may not wish to call themselves 'disabled' and respects their right not to do so, or to be so labelled by virtue of receiving support. However, the College strongly advises learners to consider carefully the implication of insisting that a disability remains confidential in terms of the level of support they can reasonably expect.**

8. Although the College will respect and adhere to requests for confidentiality, there may be circumstances where information about a disability will need to be disclosed to third parties. This will only occur in circumstances permitted by the DPO where the College cannot obtain the learner's consent to disclose, for example in cases of sudden illness where health professionals outside the College need to know about the disability.
9. Where the College receives information from a learner's previous educational provider, Local Authority or external agencies and the College assess that the individual's support needs cannot be met, the College can withdraw any offers made.
10. When making a decision regarding the sustainability of Boston College's provision to meet the need of an individual, the College will also assess; the impact of their attendance on the efficient education of others. The efficient use of resources and will assess if the setting is suitable for the age ability or SEN of the person.
11. Further information and advice can be obtained from the Inclusive Learning Manager Clare Allen on 01205 365701 Ext 3368, [clare@boston.ac.uk](mailto:clare@boston.ac.uk), Inclusive Learning Manager, Boston College, Skirbeck Road, Boston, PE21 6JF

## APPENDIX 3

### DECLINING APPLICANTS

Boston College actively promotes equality of opportunity for all and welcomes applications from a wide range of applicants. The College selects all candidates for interview based on their skills, qualifications, references, interview process and experience in relation to the course applied for. There may be occasions where the application for a course is considered unsuitable or inappropriate or the College may consider it is unable to support a learner fully on their course.

#### **Declining Learners - Inappropriate Course Selection**

On occasion it is advisable to decline an application where the College feels that the applicant has applied for a course that they are not suitably qualified to undertake or that does not meet their proposed career choice. In this event the College will advise the learner as to why their application has been declined and they will be offered a more appropriate course interview or careers guidance interview.

#### **Declining Learners – Who are applying to take a third course at the same level of academic study**

As a government funded organisation, we have a responsibility to provide opportunities to the maximum amount of learners whilst effectively supporting their needs and goals. We appreciate that, sometimes, there are exceptional circumstances as to why a learner may need to undertake a course of the same level. In this instance the learner would need to complete an internal application form and this will be assessed on a case by case basis taking into account: -

- Funding guidance;
- Reasons for undertaking the course;
- References from previous areas of study to include attendance, motivation, grades, academic ability, etc;
- Individual support needs and available funding;
- Cost implications;
- Longer term career aspirations.

#### **Declining Learners - Additional Support Needs**

All applications are screened to ensure that the learner meets the academic entry requirements for the course they have applied for. Where a learner discloses they have additional support needs they must still meet the entry requirements for their chosen course.

- Where the attendance of the person would be incompatible with the efficient education of others, or the efficient use of resources.
- Where the setting would be unsuitable for the age, ability, aptitude or Special Educational Needs of the person.

Further to this, the College has a duty to ensure that the learner's needs are assessed, and appropriate support measures are identified.

The result of such an assessment may indicate that it is not possible to fully meet the needs of a learner. If this is the case, all attempts will be made to make reasonable adjustments, however, if they cannot be made, the application may be declined.

**Examples where support needs cannot be met may include (amongst others):**

- Where the support service cannot be provided from internal and external sources, eg, recruitment of staff possessing specialist skills and / or qualifications and the College is subsequently unable to provide support or adjustments that are necessary for attendance on the course.
- Where a risk assessment shows that there are no suitable reasonable adjustments that reduce the risk to the learner and / or others to an acceptable level.
- If a medical condition deteriorates to a level that we are unable to offer appropriate levels of support, or the learner becomes a danger to themselves and others.
- Where an individual requires positive handling techniques (restraint)

**Declining Learners – Criminal Convictions or Cautions Pending**

The College may decline learners in accordance with its policy on Disclosure of Criminal Convictions / Cautions Pending which forms part of the Admissions Policy.

**Progression Expectations**

Under normal circumstances it is the expectation that learners will progress from one level to a higher level, eg, Level 1 to Level 2, Level 2 to Level 3.

We appreciate that there may be an occasion for learners to undertake two courses at the same level for example due to illness, career change or to build confidence / self-esteem (academic ability) (see previous page).

Learners will not however be accepted to undertake courses at the same level, unless their application has been screened and this is seen as appropriate.

In exceptional circumstances an appeal may be heard by the College Leadership Team. Where a young person requires an Education Health and Care Plan in the event that their support needs cannot be met, the College will work with the young person/families and Local Authority to a request needs assessment.

### **Appeal Against a Decision to Decline an Application**

An applicant has the right to appeal against a decision to decline an application and any appeal should be made in writing to the Vice Principal: Curriculum & Quality at the College within 10 working days of written notification of the decline of course offer.

An appeal will be heard by two members of the College Leadership Team and a written response given to the applicant within 10 working days of this hearing.

