

Responsible Person	Head of Student Services
Approving Body	Academic Board
Date of Approval	July 2020
Date of Effect	July 2020
Updated	
Next Review Date	Every 4 Years
Queries	joanna@metfilm.co.uk

Contents

1 Introduction	1
2 Definitions	1
3 Applicants	2
4 Panel	2

1 Introduction

- 1.1. This process aims to ensure that MetFilm School fulfils its responsibilities and obligations for the safety of the entire MetFilm School community and the safeguarding of children, young people and adults with whom MetFilm School students are in contact as part of their studies and work and also for the assurance of the individual, external agencies and MetFilm School itself.
- 1.2. This process should be read in conjunction with the following MetFilm School policies:
[Safeguarding Policy](#)
[Admissions Policy](#)
- 1.3. There are currently no programmes at MetFilm School which require students to undergo an enhanced DBS check.
- 1.4. Throughout the operation of these procedures due care will be taken to maintain confidentiality and to respect the privacy of the applicant or student.

2 Definitions

- 2.1. **Relevant Criminal Offences** as defined by UCAS: include convictions, cautions, admonitions, reprimands or similar involving, for instance: any kind of violence; offences listed in the Sex Offences Act 2003; unlawful supply of controlled drugs or substances involving commercial drug dealing or trafficking; offences involving firearms; offences involving arson; offences listed in the Terrorism Act 2006. [See UCAS guidance for further information.](#)
- 2.2. **Unspent/ Spent Conviction:** Depending on the nature of the offence, once a rehabilitation period has expired and no further offending has taken place, a conviction may be considered 'spent'. For further guidance see: <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- 2.3. **Protected Offence:** Certain specified old and minor offences are 'protected' and are not subject to disclosure by the DBS and cannot be taken into account. Guidance and criteria on what constitutes 'protected' cautions and convictions can be found on the DBS website.

3 Applicants

- 3.1. Applicants can disclose any "relevant" criminal convictions that are unspent on the UCAS or direct application form.
- 3.2. Applications are first processed as usual by the Admissions team and where appropriate, to ensure that they meet the entry requirements and other basic expectations for the programme. If they do not, the application is rejected.
- 3.3. If the applicant does meet the basic academic and any other requirements for the programme but a criminal conviction has been declared, then the applicant is asked by MetFilm School to provide written details of any unspent and not 'protected' offence(s), including: dates, the sentence imposed and the name of the court, with a copy of any conviction notices using Disclosure Form C. The applicant may also be asked to give details of their Probation Officer where relevant and to give their consent for the Director or their nominee to contact them in order to obtain information to help with MetFilm School's risk assessment.
- 3.4. Upon receipt of this information, the Director or their nominee will consider the information provided in accordance with MetFilm School's Admissions Policy and will complete an initial "Risk Assessment for the Recruitment of Students with Criminal Convictions" form. The risk assessment covers the nature of risk both in terms of the potential student's studies and, more broadly, as a member of the MetFilm School community. The Director or their nominee will consider whether to offer a place or whether the conviction is of sufficient seriousness to warrant arranging a panel to consider the matter

further.

- 3.5. The applicant's application will be put on hold until the conclusion of the risk assessment and / or panel process.

4 Panel

- 4.1. A panel will normally be arranged to consider the following convictions:
- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
 - Offences listed in the Sex Offences Act 2003.
 - The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing, trafficking, possession with intent to supply.
- 4.2. This list is not exhaustive and the Director or their nominee shall have discretion to arrange a panel for reasons not covered where they determine that there are possible safeguarding grounds for withholding the offer of a place.
- 4.3. The panel will consist of the Director or their nominee (Chair), Head of Admissions, the Deputy Director (Head of Teaching & Learning), the Programme Leader of the course the applicant has applied to and the Admissions Advisor assigned to the Applicant. The role of the panel is to consider the risk assessment and all other information available from the applicant and others, and to determine: whether or not the applicant poses a risk; if so, the nature of the risk and any measures that could be taken to remove or reduce the risk; and, whether an offer of a place to study at MetFilm School shall be made, with or without conditions.
- 4.4. The applicant can submit a written statement for consideration by the panel. The panel may at its absolute discretion request the applicant to meet with the panel to make representations in person and present any further evidence (e.g. references).
- 4.5. Appropriate steps will be taken to protect any sensitive personal data that is shared amongst the panel.
- 4.6. The panel will take a reasonable view as to the risk which the applicant could pose to the institution, its members and visitors.
- 4.7. MetFilm School's decision whether to offer a place or not, whether made by the Director, their nominee, or by a panel will be communicated to the applicant in writing.
- 4.8. If the decision is not to make an offer to the applicant on the basis of the

convictions disclosed, then the applicant may appeal the decision under section 7 of the [Admissions Policy](#) by writing to info@metfilmschool.co.uk. The appeal should be addressed to the Head of Admissions.

- 4.9. If an applicant is found to have a relevant offence as defined above which was not declared at the point of application or at any stage throughout the application process, a panel will consider the matter and this could give grounds for rejecting the application. If the individual has registered as a student of MetFilm School, the matter will be considered under the Student Disciplinary policy and procedure.
- 4.10. Admission of an applicant with a conviction or convictions to a programme at MetFilm School does not guarantee that the applicant will be able to progress with their chosen profession upon graduating. It is the applicant's responsibility to seek advice and clarify their position with any relevant professional or statutory bodies.