****

# Declaration of Suitability for Social Work

**Name: …………………………………………………………………………………………**

(Please print your **full name** here)

When you have completed this form, please check the details, sign and date it and send it to our admissions team in an envelope marked **'CONFIDENTIAL - Social Work Suitability Declaration'**

## 1. Introduction

Social Work England requires that students who are being admitted to the social work programme can provide evidence regarding:

a): criminal convictions/cautions and other related and relevant information concerning conduct and character, evidenced by an enhanced disclosure undertaken by the Disclosure and Barring Service (DBS) [or any of its successors] <https://www.gov.uk/government/publications/dbs-code-of-practice>

b): good health, evidenced by means of a self-declaration, but with an additional statement from a GP or consultant where deemed necessary by the university.

In addition to these statutory requirements, universities will seek other relevant information via the recruitment and selection processes to help them make a well-informed judgement about an applicant’s suitability to enter social work education and training, including an applicants potential to develop the knowledge and skills necessary to meet the professional standards, the possession of a good command of English, the capability to meet academic standards and possess the capability to use information and communication technology (ICT) methods and techniques to achieve course outcomes.

This programme wishes to preserve entry to a wide range of people from diverse backgrounds and does not wish to automatically exclude students who have a criminal or disciplinary record, or have previously experienced poor health, or have had contact with social service departments. We recognise that in many instances, there is no simple criterion of suitability and thus, each case will be assessed individually. You will be informed if your declaration is thought to require further consideration, and in the event that this results in your offer being withdrawn, you will be informed of the general reason (subject to any restrictions on passing on confidential information contained within the Data Protection Act 1998).

The arrangements for DBS, vetting and barring checks will be discussed during the selection day. Please read and complete the following sections carefully. If you are unsure how to proceed or have any queries, contact the Programme Manager or the Admissions Team who will advise you. The information that you provide will be treated as confidential within the organisational boundaries of the programme, but may be shared with SWE, or other relevant bodies for the purposes of deciding suitability for registration. All information passed to SWE will be stored in compliance with the Data Protection Act 1998, which also provides the statutory right of access to personal information.

**Please note that if you refuse to provide additional relevant information or otherwise assist in this process, the offer of a place on the programme may be withdrawn**. Failure to disclose relevant information which is subsequently discovered could lead to a suitability investigation and your exclusion from training. While the university is making a prospective judgement as to your suitability to train as a social worker on its programme, Social Work England ultimately makes the decision whether you are suitable for entry onto the professional register. By completing the course of study, you become eligible to apply for entry to the professional register for social workers; **successful completion of this course does not in and of itself guarantee acceptance onto the register.**

## 2. Criminal convictions and legal records

Social work is exempted from certain provisions of the Rehabilitation of Offenders Act 1974, and information about all previous convictions must be provided. A conviction does not automatically debar a student and the programme will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances. You can make further representations in writing and you may be invited to discuss your application directly with the admissions tutor or the programme leader.

***Please tick yes or no for each question***

 **Yes No**

| Have you ever been convicted of any offence by any court? |  |  |
| --- | --- | --- |
| Have you ever been cautioned? |  |  |
| Have you ever been reprimanded? |  |  |
| Have you ever been bound over? |  |  |
| Have you ever received a final warning? |  |  |
| Do you have any prosecutions pending? |  |  |
| Have you ever been disqualified from working with children by anorder under the Criminal Justice and Court Services Act (2000)? |  |  |

*If you have answered 'yes' to any of these questions, please give full details (date,*

*court, offence, sentence, outcome, charge, etc.)*

(Continue on a separate sheet if necessary)

## 3. Disciplinary record, unprofessional conduct, and notifiable listings

Social service agencies and members of the public who receive services are entitled to expect the highest standards of reliability and integrity from social workers and it is imperative that the qualifying award is held only by those whose personal and professional conduct merits this trust. The entrance requirements to the programme you have applied for requires that you make a declaration in this regard. Please answer the following questions carefully. If you answer 'YES' to any of the questions, you will be contacted by the Programme Manager who will seek further information about your circumstances and may make other relevant inquiries to colleges and former employers to enable an informed decision to be made about your application. At this stage, you can make further representations in writing and you may be invited to discuss your application directly with the admissions tutor or the programme leader.

***Please tick yes or no for each question***

 **Yes No**

| Are you currently the subject of any disciplinary investigation?  |  |  |
| --- | --- | --- |
| Have you ever had your employment terminated for unprofessional behaviour or misconduct? |  |  |
| Have you ever had a disciplinary finding against you? |  |  |
| Have you ever been suspended or disqualified from any professional training programme? |  |  |
| Have you ever been suspended or deregistered for professional misconduct by any other professional register?  |  |  |
| Have you ever been listed upon the Protection of Vulnerable Adults (POVA) register, the Protection of Children Act list (POCA), or Section 142 of the Education Act 2000), (formerly List 99)?  |  |  |
| Have you previously enrolled upon a social work training programme?  |  |  |

*If you have answered 'yes' to any of these questions, please give full details (outcome, date, employer, course, college, reason for non-completion, etc.)*

 (Continue on a separate sheet if necessary)

## 4. Personal health and circumstances

In line with current legislation regarding equality and proportionality, we no longer require applicants or students enrolled on the programme to disclose details of short- or long-term health issues / difficulties, so long as these do not impinge upon your capacity to study or to practice or do not present a risk to others.

Social work is a demanding and stressful occupation and successful completion of the programme requires full participation at university and on practice learning placements. Furthermore, the practice of social work is often undertaken with people who are vulnerable, at risk, or whose capacity to manage their own affairs is temporarily or permanently impaired.

Accordingly, the programme seeks to ensure that all students are capable to identify and manage their own needs in a way that avoids risks to themselves, their colleagues, service users, carers and others more generally.

Please note that you are not required to make a declaration about health problems that do not impinge upon your capacity to study or practice, or that in the normal course of your studies or social work duties would not present a risk to others. However, the onus is upon you to apply your judgement to these matters and advise the programme and its staff of any changes to your health status. Please also note that in the event of health problems arising during the course, the programme will, within its rules and regulations, respond sympathetically and try to ensure a student is able to complete in due course. However, chronic poor physical or mental health may make it difficult or impossible for you to complete the course and may also place service users, their families, and others at risk.

***Please tick yes or no for each question***

 **Yes No**

| Do you undertake to seek appropriate advice, guidance, assistance, and where necessary, treatment, for any new or existing medical condition? |  |  |
| --- | --- | --- |
| Do you undertake to advise the Programme of any health issues which you feel may affect your fitness to study/practice, and to abide by SWE Professional Standards and the requirements of the Programme?<https://www.socialworkengland.org.uk/standards/professional-standards/>  |  |  |
| Do you agree to only undertake practice placements when you are sufficiently well to do so? |  |  |

If you have answered ‘no’ to any of these questions, we will contact you for further information and may refer you to the occupational health service.

If you have answered 'yes' to any of these questions, please give full details (number of days absent, date, employer, course, college, statutory order, registration, place, medical condition, etc.) on a separate sheet.

## 5. Disability

Disability need not be a barrier to education, training and qualification and in accordance with the provisions of the Equality Act (2010), the university will make ‘reasonable adjustments’ to meet your personal requirements. **Please note** *that for the purposes of this declaration you do not need to make any statement about your disability*. The university believes that you should have a choice about when, and whether, you wish to declare a disability. If you do wish to discuss what adjustments might be required, you may do this informally prior to interview, or may wait until after the results of your interview have been communicated to you. Once you have been offered a place, we will meet with you to discuss your requirements, and will formally record what adjustments and arrangements will be made in consultation with colleagues in University Support Services. The needs of students with disabilities will be prioritised in the allocation of practice learning placements. If you have any further enquiries or concerns in regard to disability please contact the Programme Leader directly or the Student Support Team.

## 6. Your declaration

I understand that the information that I have provided will be checked against my Enhanced Disclosure and Barring Service documentation, and that my signature affirms that this is a full and accurate declaration.

I understand that if I refuse to provide additional relevant information or otherwise assist in this suitability process that any offer of a place on the programme may be withdrawn.

I also understand that failure to disclose relevant information at this, or any subsequent time will be treated seriously and could lead to the termination of my programme of study.

I also agree to abide by the Social Work England Professional Standards:

<https://www.socialworkengland.org.uk/standards/professional-standards/>

I give my agreement for the programme to obtain a health report from my GP, consultant, or other relevant person, if necessary.

I agree that the information that I give may be used to assess my suitability for social work training and that, subject to the principles outlined in the Data Protection Act (1988) and the provisions of the Care Standards Act (2000) it may be shared with Social Work England and other relevant bodies if appropriate.

**Print name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_