



**Northumbria
University**
NEWCASTLE

DECLARATION OF SUITABILITY FOR SOCIAL WORK - SELF DECLARATION FORM

Full Name:

Date of Birth:

University Student ID or UCAS Personal ID number:

1. Introduction

Higher Education Institutions are required by Social Work England (SWE) to have in place mechanisms to:

- Minimise, as far as possible, the likelihood of students being selected for prequalifying social work programmes, who cannot then be found placements for reasons related to their personal suitability as highlighted in the SWE Professional Standards and Qualifying Education and Training Standards.
- Minimise the risk of admitting students to the programme who will then not obtain registration with SWE upon completion of the programme.

Social work programmes have a duty to assess the suitability of all applicants wishing to enter the programme through consideration of SWEs Professional Standards and in consultation with placement providers.

To make an informed assessment and to support you on your journey forward we need all applicants to:

- a. Undertake an enhanced check by the Disclosure and Barring Service (DBS)
- b. Have completed an occupational health self-declaration screening form and, where required, undertaken any follow up health checks. You are given the opportunity to provide an additional statement from a GP or consultant where necessary to support your application.
- c. Provide information about any matter which might suggest you would not meet Social Work England's standards.

All offers of a place on the programme are conditional upon all above information being provided by the applicant in a timely manner, to enable a decision by the University that you are meet the requirements to enter the programme.

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. In addition to this exemption, there is a list of offences that will never be filtered from a criminal records check. This self declaration form **does not** address criminal convictions specifically, professional suitability will be addressed by the University's Admissions and DBS processes, as outlined in your offer letter.

The social work programmes aim to encourage entry to the profession from a wide range of people from diverse backgrounds and/or with different lived experiences. The programmes do not wish to automatically exclude applicants who have any of the following; criminal records, disciplinary records,

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. If the information provided 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 data protection requirements (GDPR)).

Please read and complete the following sections carefully. If you are unsure how to proceed or have any queries, contact Admissions on bc.clearance.checks@northumbria.ac.uk who will provide advice and guidance to you. The information that you provide will be treated as confidential within the organisational boundaries of the BSc (Hons)/MA Social Work programmes but may be anonymised to protect confidentiality and shared with other relevant bodies for the purpose of deciding suitability for enrolment. Information will be stored in compliance with the GDPR guidance, which also provides the statutory right of access to personal information.

If you choose not to provide additional relevant information or otherwise assist in this process, any offer of a place you are made on the programme may be withdrawn. Declaring information will not necessarily exclude you from being offered a place on a social work programme. However, failure to disclose relevant information which is subsequently discovered could lead to a suitability investigation and your exclusion from the programme.

2. Self Declaration Form

This form asks you questions regarding any disciplinary records you may have, personal health and circumstances, and disability (A, B, and C below). You should read this form carefully and answer every question as fully as possible. When you have completed this form, please check the details, sign and return via email to bc.clearance.checks@northumbria.ac.uk.

A. 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 BSc (Hons)/MA Social Work programmes require 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 University to seek further information about your circumstances. We may also make other relevant inquiries to colleges, former employers and social work agencies 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 suitability, capability or disciplinary investigation?		
Have you ever had a disciplinary finding against you?		
Have you ever had your employment terminated for unprofessional behaviour or misconduct?		
Have you ever left an organisation before the outcome of a suitability, capability or disciplinary hearing was known?		
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 or are you currently subject to an order on the Protection of Vulnerable Adults (POVA) list?		
Have you ever been or are you currently subject to an order on the Protection of Children (POCA) list?		
Have you ever been or are you currently subject to an order under Section 142 of the Education Act (2000) (formerly List 99)?		
Have you ever been or are you currently subject to a Risk of Sexual Harm Order (RHSO)		
Have you ever been or are you currently subject to an order on the Sex Offenders' Register?		
Has any child been removed, temporarily or permanently, from your care as a result of child protection proceedings?		
Have you previously enrolled upon a social work training programme?		
Is there anything else that may make you unsuitable for entry onto a social work training programme or registration as a social worker?		
Please confirm that you have read Social Work England's Professional Standards for students: https://www.socialworkengland.org.uk/standards/professional-standards/		

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

B. Personal health and circumstances

Social work is a demanding and sometimes stressful occupation and successful completion of the BSc/MA in Social Work programme requires full participation at university and upon 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 of enduring the stresses and strains of training and do not present any threat to the safety of service users, or to themselves. **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 social work duties, would not present a risk to others. 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 that 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 clients at risk.

We also need to know whether you have been subject to any statutory order under the Mental Health Act 1983, have been subject to a child protection plan, or had children in your personal care placed subject to a child protection inquiry or plan, placed in care or have lived in a household where children have been registered or placed in care. These circumstances do not automatically debar you from entry to the programme, but we need to make an informed judgement about what risks, if any, they may pose for you and for other people. This information may also have a bearing upon the range of practice placements available to you. If you answer 'YES' to any of the questions, you will be contacted by the University to seek further information about your circumstances. The University may also need to make other inquiries 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. In the case of medical conditions, with your consent, further information may be sought from your doctor, or a medical consultant. We may also seek advice from our own medical and occupational health officers.

This declaration is in addition to the Occupational Health Assessment that will take place if deemed necessary prior to undertaking a placement on the programme.

Please tick yes or no for each question:

	YES	NO
Have you been unable to attend work or college for more than five consecutive working days at any time within the last three years?		
Do you have any serious communicable disease?		
Do you have any medical condition which may cause seizures?		
Do you have any physical or mental health condition that in the normal course of your social work duties might present a direct risk to other people, or which might affect your judgement or performance in a way that poses risk to others?		
Do you have any underlying physical, social or emotional condition that may impede your ability to manage the demands of the programme?		
Do you have any condition, or are you receiving treatment or medication, which may result in short-term memory loss or lapses in memory?		
Do you have any history of substance dependence?		
Have any child/ren in your care, or the household in which you live/d, been placed upon a child protection plan or placed in care?		
Have you had any serious mental ill health, or been the subject of an order under the Mental Health Act (or its equivalent outside of England and Wales)?		

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.)

C. Disability

Disability need not be a barrier to training and qualification and in accordance with the provisions of the Disability Discrimination Act (2005)/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. The needs of students with disabilities will be prioritised in the allocation of practice learning placements. If you have any further enquiries or concerns with regard to disability please contact the Programme Leader directly.

3. Your declaration

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

I also understand that failure to disclose relevant information is regarded as a serious matter and that if it is discovered after I have been accepted onto the programme, it could result in a suitability investigation which may lead to exclusion from the programme.

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 GDPR Guidance (2018), the provisions of the Care Standards Act (2000), the Children and Social Work Act (2017) it may be shared with relevant bodies.

Signature _____

Date _____

PLEASE NOTE: IF YOU DO NOT SIGN A COPY OF THIS FORM, OR IF YOU COMPLETE IT INCORRECTLY, IT WILL NOT BE POSSIBLE TO PROCEED WITH YOUR APPLICATION.