

# 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 email it to [hss-socialwork@bath.ac.uk](mailto:hss-socialwork@bath.ac.uk) marked 'CONFIDENTIAL - Social Work Suitability Declaration'

## Introduction

Social Work England (SWE) requires that students who are being admitted to the social work programme have undertaken:

- a) enhanced checks by the Disclosure and Barring Service (DBS, formerly the Criminal Records Bureau) and its successors or, where appropriate, equivalent bodies; and
- b) a health check, usually by means of a self-declaration, but with an additional statement from a GP or consultant where necessary.

In addition to these statutory requirements, universities may seek other relevant information to help them make a well-informed judgement about an applicant's suitability to enter social work 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 (SWE) ultimately makes the decision whether you are suitable to register as a social worker. Successful completion of the degree programme means that you will be **'eligible to apply'** for registration with SWE (a requirement to identify and practice as a social worker) but **does not** guarantee registration.

## Information provided by you

All information you provide on this form will be considered with reference to and in line with the University of Bath's *'Fitness to study'*, *'Fitness to practice'* and *'Applicant Criminal Convictions Declaration Procedure'* policies and the SWE guidance *'Professional Standards'*.

## How we use the information

We wish to preserve entry to a wide range of people from diverse backgrounds and we do not automatically exclude students who have a criminal or disciplinary record, or have previously experienced poor health, or have had lived experience of social work. We recognise that in many instances there is no simple criterion of suitability and, thus, each case will be assessed individually.

The information that you provide will be treated as confidential within the organisational boundaries of the BSc Social Work programme but may be shared with SWE, or other relevant bodies, for the purpose of deciding suitability for registration. All information passed to SWE will be stored in compliance with the Data Protection Act 2018, which also provides the statutory right of access to personal information. Information relating to sections 1 and 2 of this declaration may be shared with relevant staff in the Undergraduate Admissions Team in accordance with the University's 'Applicant Criminal Convictions Declaration Procedure'.

## After the interview

Following your interview, you will be notified whether you have been successful (this may take a few weeks). Besides your interview performance, the information that you have provided in this Declaration will be taken into account. If your Declaration is thought to require further consideration, we will contact you. Please note, if you refuse to provide additional relevant information or otherwise assist in this process, we may be unable to offer you a place.

If we are unable to offer you a place following a suitability investigation you will be informed of the general reason.

## Failure to disclose relevant information and changes in circumstances

Failure to disclose relevant information which is subsequently discovered could lead to a suitability investigation and your exclusion from training.

Any changes to the information provided on this form relating to convictions, health or circumstances that may affect your suitability to train as a social worker at the University of Bath must be declared immediately. The University may have to withdraw an offer of a place or ask you to defer your entry to the programme whilst specified requirements are met. In this case, you may be required to undertake another interview to confirm/judge your suitability to commence the course.

## Disclosure and Barring Service (DBS)

The arrangements for DBS checks will be discussed during the selection day. If you are successful in gaining a place on the programme you will be required to complete the DBS application process before you will be able to register as a student at the University.

Please read and complete the following sections carefully. If you are unsure how to proceed or have any queries, contact the Admissions Tutor who will advise you.

### 1 Criminal convictions and legal records

Social work is exempted from certain provisions of the Rehabilitation of Offenders Act 1974. This means that information about all previous convictions (spent or otherwise), cautions (whether verbal or written), warnings, reprimands or bind-over orders must be provided. A conviction will not automatically debar you from study however we may need to seek further information about the circumstances in order to make an informed and considered judgement. In this instance you will be invited to make further representations in writing and invited to discuss your application directly with the Admissions Tutor or the programme director of studies.

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 an order 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.)

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(Continue overleaf if necessary)

This self-declaration will be reviewed after interview if appropriate and prior to any offer. A DBS Enhanced Disclosure will then be required following acceptance of the offer and during the welcome week of the course. No applicant will be permitted to fully register for the Social Work and Applied Social Studies degree programme unless the application process for the Disclosure has been completed. Applicants will be allowed to register temporarily pending a satisfactory Disclosure but if any information comes to light as a result of this, after enrolment, the University reserves the right to terminate the registration and require the student to withdraw from social work training/qualification.

## 2. 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 so it is imperative that the qualifying award is held only by those whose personal and professional conduct merits this trust. The BSc Social Work programme 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 Admissions Tutor who may 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 director.

Please tick yes or no for each question.

	Yes	No
Are you currently the subject of any 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 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 ISA Vulnerable Adult List, 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.)

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(Continue overleaf if necessary)

### 3. Personal health and circumstances

Social work is a demanding and sometimes stressful occupation and successful completion of the BSc 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 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 had children in your personal care placed upon a child protection register, subject to a child protection plan or 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 may be contacted by the Admissions Tutor who will seek further information about your circumstances and may 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 director. 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.

***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 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 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 register, subject to 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.)

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(Continue overleaf if necessary)

#### 4. Disability

Disability need not be a barrier to training and qualification and in accordance with the provisions of the Equality Act 2010 and the SWE 'Guidance in the assessment of social work students' the university will make 'all 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;** if you feel that any disability may impact on your ability to become a qualified and registered social worker please feel free to discuss this in confidence with the course admissions tutor.

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. If you are 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 in regard to disability, please contact the Admissions Tutor directly.

## 5. Your declaration

I understand that the information that I have provided will be checked against my Enhanced Disclosure and Barring Service or equivalent bodies, check and that my signature affirms that this is full and accurate 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 upon the programme, it could result in a suitability investigation which may lead to exclusion from social work training/qualification.

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

I will seek medical guidance on any new or existing worsening health condition that occurs during the course, including during practice placements.

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 (1998) and the provisions of the Care Standards Act (2000), it may be shared with Social Work England (SWE) and other relevant bodies.

Signature \_\_\_\_\_

Date \_\_\_\_\_