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Dear student

Safeguarding requirements

The College is committed to ensuring a safe and secure environment for all those who live, study and work within the College and, as such, we take a risk-based approach to put measures in place which seek to ensure that the behaviour of any individuals who may pose a risk to children and adults at risk in the College community is managed appropriately.

This risk-based approach is outlined in the College's Safeguarding policy and procedures which can be found in the Admissions (Policies and Procedures) section of our website. Please familiarise yourself with the policy before the start of the term so that you are aware of how we are working to create a safe environment for the whole College community. The document also contains the Safeguarding procedures which are there for your reference. The policy should be read alongside Section 8 of the Admissions Policy which deals with applications from students who have a criminal background.

You have already been asked to declare whether you have any unspent criminal convictions or restrictions placed upon by the legal authorities in this country or in any other country where you have been resident. However, to further strengthen our ongoing commitment to safeguard all those in the College community, we therefore ask all new students (and any non-studying family members over the age of 18) who live on or commute to the Easneye site to provide evidence to support your criminal record declaration.

For UK residents, this will mean undertaking a Basic DBS (Disclosure and Barring Service) check. The check will show convictions that are not 'spent', for example some types of caution will disappear after 3 months.

For non-British residents, this will mean obtaining a Certificate of Good Conduct (or equivalent) from the country where you are resident.

Additionally, if you have lived for 3 months or more as a resident in another country at any time from the age of 18, you need (where possible) to obtain a Certificate of Good Conduct from that country.

To obtain a Basic DBS certificate visit <https://www.gov.uk/request-copy-criminal-record>. You can complete the check on-line and the certificate will be sent to you usually within 14 days (you will need to use a British address). You do not need to have a national insurance number in order to get the check, but you will need to provide details from other forms of identification. The Basic DBS certificate costs £25. The College needs to see sight of the certificate at your enrolment. If you have difficulty obtaining this document in time please contact your course administrator straight away.

To obtain a Certificate of Good Conduct, contact the legal authorities in the country in which you are resident or the Embassy for the country if you are no longer living in the country to which the certificate relates. If you are concerned about the implications of doing this in terms of your own security, please contact me.

You only need to obtain a DBS check or Certificate of Good Conduct once during your time at All Nations, but you are required to inform the College if you are subsequently convicted of or cautioned for an offence.

If you will be doing a Ministry Placement which involves working with children or adults at risk, you will also be required to undertake an Enhanced DBS Check which is a more in-depth check. You will need to arrange this through your Ministry Placement host prior to commencing your placement.

I am sorry to add yet another piece of administration to your pre-commencement preparations, but I thank you in advance for your cooperation.

Should you have any queries about the process of obtaining a check, please do not hesitate to contact me on s.tompkins@allnations.ac.uk.

Yours in Christ

A handwritten signature in black ink that reads "S.J. Tompkins". The signature is written in a cursive style with a horizontal line underneath the name.

Steve Tompkins
Designated Safeguarding Lead