

Important Guidelines relating to the Disclosure & Barring Service (DBS)

The post for which you are applying will bring you into direct contact with children, young people and vulnerable adults.

During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important therefore that you understand the nature of the checks that we will make and when we will make them.

The DBS is a means to check the background of job applicants to ensure they do not have a history that would make them unsuitable for the post. DBS statements are issued by the Criminal Records Bureau, an executive agency of the Home Office.

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some **exemptions** from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people and/or vulnerable adults. When recruiting people to work in such positions of trust, an employer is entitled to ask for details of all convictions, spent and 'unspent'.

If you are invited for an interview you will be required to complete a 'Declaration of Criminal Background' form. This form will be sent to you with the interview information. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the interview panel. Please write your initials only on the front of the envelope.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you the post. If not, then the declaration will remain unopened and destroyed immediately and in accordance with our GDPR privacy statement and retention periods. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will only be taken into account when they are relevant to the position you are applying for. *Please see separate policy document on the recruitment of ex-offenders.*

If you are successfully appointed we will need to apply for a DBS and you will issued with our DBS privacy notice prior to this being done. Please note the following:-

All new employees will be initially charged for the application of their DBS (except if you can provide your own, which is less than 3 months old)

How this works:-

- All employees are required to have either an enhanced DBS or a basic DBS (dependent on role they are recruited to) HR will ask you to complete a DBS application form and then we will apply for it on your behalf.*
- The cost of an enhanced DBS is **£51**, the cost of a basic DBS is **£31** and this amount will be deducted from your first month's wages and will be repaid back to you upon a successful 6 month probationary period.*