

Self-declaration form for Standard/Enhanced DBS checks – England and Wales

If your organisation is part of a larger, group, denomination, or network (e.g. Church of England), they may have their own version of this form that should be completed.

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

Instructions for applicants – to be completed by the organisation.

1. Sections A,B,C, and E must be completed by all applicants.
2. Section D should only be completed if your organisation has marked YES below.

| | | |
|--|-----|----|
| The role involves Regulated Activity, complete Section D | Yes | No |
|--|-----|----|

3. Please complete this form and then return it in a separate sealed envelope to the person named below (Lead Recruiter, Designated Safeguarding Lead, or Recruitment Officer):

A - Conviction history

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

| | | |
|---|-----|----|
| 1) Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes | No |
| If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s): | | |
| 2) Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes | No |
| If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s): | | |

B - Overseas history

| | | |
|---|------------|-----------|
| 1) Have you ever lived, worked, or volunteered outside the United Kingdom? | Yes | No |
| If yes, please provide details, including the name of the country/countries: | | |
| 2) Do you have any overseas convictions? | Yes | No |
| If yes, please provide further information: | | |

C – Past conduct

| | | |
|---|------------|-----------|
| 1) To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)? | Yes | No |
| If yes, please provide details: | | |
| 2) Has there ever been any cause for concern regarding your conduct with children, young people, or adults with care and support needs? | Yes | No |
| If yes, please provide details: | | |

D - Barred lists checks (for those working in Regulated Activity)

If your role will involve engaging in regulated activity with children or adults with care and support needs (vulnerable adults) or line managing someone else that does, you will be asked to complete the below section.

| | | |
|--|------------|-----------|
| Are you or have you been barred from working with children or adults with care and support needs (vulnerable adults)? | Yes | No |
|--|------------|-----------|

E - Declaration

| |
|--|
| I consent to an standard/enhanced DBS check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants. I understand how the DBS will process my personal data and the options available to me for processing an application. |
| I am aware that if I am being asked to apply for an enhanced disclosure it will show spent and unspent convictions and adult cautions, from the Police National Computer which have not been filtered in line with legislation plus any information held by local police that’s considered relevant to the role. |
| I am aware that, failure to disclose information that is not ‘protected’, could result in the withdrawal of approval to work within the organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. |

I agree to inform the person within the organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the organisation.

I understand that failure to do so may lead to the immediate suspension and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police force and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation.

I understand that failure to do so may lead to the immediate suspension of my work and/or the termination of my employment.

Print name:

Signed:

Date:

Legalese

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Equal Opportunities Policy.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As an organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations, as well as the expectations of the DBS.

Barred lists / Regulated Activity

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An Enhanced Disclosure with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an Enhanced Disclosure WITHOUT a barred list check.

Links

https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy_

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>