

## **NOTE TO APPLICANTS APPLYING FOR POSTS WORKING WITH CHILDREN OR VULNERABLE ADULTS**

### **DISCLOSURE AND BARRING SERVICE**

If you are applying for a post which involves you working in 'regulated activity' with children and/or vulnerable adults, it will be covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and will be a post regulated by the Disclosure and Barring Service.

The Vetting and Barring Scheme was introduced on 12 October 2009 as result of the Safeguarding Vulnerable Groups Act 2006. The three former barred lists Protection of Children Act (POCA), Protection of Vulnerable Adults (POVA) and List 99 have been replaced by the two new Barred lists, one for people prevented from working with children known as the Children's Barred List and the other for people prevented from working with vulnerable adults, known as the Adults' barred List. The new lists are maintained by the Independent Safeguarding Authority.

If you are successful, you will be required to apply to the Disclosure and Barring Service for an 'enhanced disclosure', to confirm any records held prior to any final appointment decision being made by the School.

An enhanced DBS check will reveal information;

- held on the Police National Computer (PNC), including Convictions (including those 'spent' under the Rehabilitation of Offenders Act 1974), Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included.
- held by local police forces and other agencies, relating to relevant non-conviction information;
- held on lists maintained by the Independent Safeguarding Authority (ISA);
- Other data sources such as British Transport Police, the Royal Military Police and the Military of Defence Police.
- Scottish Criminal Records Office (SCRO) - if you have spent any time living in Scotland.

A conviction is not necessarily a bar to recruitment, unless the School considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant.

Under the Safeguarding Vulnerable Groups Act 2006 anyone who is included in the ISA's barred lists will commit an offence if they engage, seek or offer to engage in the regulated activity from which they are barred.

## REHABILITATION OF OFFENDERS ACT 1974

### Note of Guidance for Applicants

The Rehabilitation of Offenders Act (1974) is a piece of legislation protecting ex-offenders employment opportunities, although if you have convictions, you must disclose these until a certain length of time passes, and the conviction becomes 'spent'.

	Aged 17 or over on conviction	Aged under 17 on conviction
Prison (immediate or suspended sentence) or young offender institution: more than 6 months but less than 2.5 years	10 years	5 years
Prison (immediate or suspended sentence) or young offender institution: 6 months or less	7 years	3.5 years
Fine or community service order	5 years	2.5 years
Absolute discharge	6 months	6 months
Probation, supervision, care order, conditional discharge or bind-over	1 year or until order expires (whichever is longer)	
Attendance Centre Order	1 year after the order expires	
Hospital Order (with or without restriction order)	5 years, or 2 years after the order expires (whichever is longer)	

If you have been sentenced for any offence and the above periods of time have not passed you must declare the offence. If the period of time has passed you do not need to mention it on your application form.

**There nevertheless remains certain job categories and classes of employment which are exempt from such time limitations. This means that convictions never become 'spent' if you are looking for work in certain job categories.**

**Exempted categories include employment connected with the provision of services for persons under 18 years of age or vulnerable adults.**

**Accordingly, if you are applying for a position which falls into one of these categories, you must declare any convictions you have had, regardless of whether or not any time limit has elapsed. It**

**does not mean that you cannot apply for the position. All appointments are considered on merit and individual consideration of the conviction and the circumstances.**

The information you provide will be treated in the strictest confidence. Having a conviction will not necessarily bar you from employment. However, failure to disclose convictions may result in the offer of employment being withdrawn, or if already appointed, you could be dismissed without notice.

Please bear in mind; you may be subject to a Disclosure and Barring Service check for posts working with children or vulnerable adults.