

NOTE TO APPLICANTS
Disclosure and Barring Service

You will be aware that the post you are applying for involves you working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held prior to any final appointment decision being made by the Authority. (A disclosure application form will be issued to you to enable you to apply at the appropriate time.)

The completed disclosure application form will then be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

NB. A conviction is not necessarily a bar to recruitment, unless the Authority 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 other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

Disqualification by Association

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 place separate and additional requirements on settings. At the point that an individual is convicted of, or cautioned for, a criminal offence of a specified type or category, or where they meet other disqualification criteria set out in the regulations, the Act and Regulations disqualify staff from:

- Providing early year's childcare or later year's childcare to children who have not attained the age of eight.
- Being directly concerned in the management of that childcare.

The wider disqualification criteria includes:

- Being cautioned for or convicted of certain violent and sexual criminal offences against children and adults.
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care).

- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.
- This also applies to anyone living or working within the household of a member of staff who works within Early Years or Extended Early Years. This means that if anyone lives or works in the household of a member of staff and is convicted/cautioned for a criminal offence of a specified type or category, or where they meet other disqualification criteria set out in the regulations, the member of staff is disqualified from working within Early Years or Extended Early Years provision or managing a service. This is called Barring by Association.