

If you wish to have regular contact with children or vulnerable adults, you are required to inform us about all previous convictions including spent convictions, cautions or bind-overs and any prosecutions that have not yet been dealt with. As St Cuthbert's Care meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act, applicants who are offered employment who will have regular contact with children or vulnerable adults will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings/ conditional discharges or bindovers, as well as convictions.

If you have committed any offenses, you must inform us of each offense, however long ago they were. We take it very seriously if you do not tell us of any convictions, cautions, bind-overs or pending prosecutions. This in itself may impact on your application.

The fact that you disclose these offences should not lead you to think that we will automatically refuse to consider you. Each application is considered on ability and on an individual basis. You will not be discriminated against unfairly, and we do take into account how long ago the offence took place. The number and type of offences will also be part of our consideration.

If you are unsure whether you need to disclose an offence you can contact NACRO at [www.nacro.org.uk](http://www.nacro.org.uk) or the [www.gov.uk/DBS](http://www.gov.uk/DBS).

Criminal convictions and other associated information will be discussed at interview in order to assess job related risks. Any other information you wish to draw to our attention may be attached in a separate envelope, addressed to the Director of Human Resources marked private & confidential to help improve understanding and fair decision making.

Once you have been offered a post you will be required to complete a Disclosure application form. In order to process your application without undue delay, you must ensure you complete the form fully and answer all the questions asked and return it to St Cuthbert's Care. Any missed information will result in our returning the form to you, or the Disclosure and Barring Service may return it to us if they feel the information is not clear. This means your application will take longer to process.

### **On-going obligations**

If a staff member obtains a criminal record after commencement of their employment the member of staff must report the matter to their line Manager.

The matter will then be passed on to the Director of Human Resources to consider if there is a potential need to take further action. Failure to adhere to this obligation may result in disciplinary action.

Human Resources must have sight of all original DBS certificates to enable us to record information required by Ofsted/CQC and in line with charity procedures.

**Authorisation and Approval:**

<b>Name</b>	<b>Job Title</b>	<b>Date</b>
Author: Geraldine Martin	Director of Human Resources	06/09
Approved: Risk Panel		

**Change History**

<b>Version</b>	<b>Date</b>	<b>Reason</b>	<b>Initials</b>
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