

Self-Declaration Form (enhanced disclosure)**for a role requiring an Enhanced Level Disclosure & Barring Service (DBS) Check**

All prospective volunteers working with children, young people and adults at risk of abuse are asked to complete this form. Please place it in a sealed envelope and give it to the DBS Verifier. You are welcome to discuss any aspects of this procedure with them.

Name of DBS Verifier _____

Contact details for DBS Verifier: _____

The Area Meeting undertakes to meet the requirements of the General Data Protection Regulations which became effective on 25 May 2018 and all other relevant legislation, and to comply with the expectations of the Information Commissioner's Office relating to the privacy and management of data about individuals.

STRICTLY CONFIDENTIAL**1. Conviction History**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below.

If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Please include details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

2. If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people?

Yes No (please tick) If yes, please give details:

3. If the role is with adults at risk has there ever been any cause for concern regarding your conduct with adults?

Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk (as applicable).

Yes No (please tick) If yes, please give details:

4. Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the Legal notes below and complete the following declaration.

I (full name) _____

of (address) _____

consent to a criminal record check if appointed. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the DBS Verifier if I am convicted of an offence after I take up any post within the Meeting. I understand that failure to do so may lead to the immediate suspension of my appointment.

I agree to inform the DBS Verifier if I become the subject of a police 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 appointment.

Signed _____ Date _____

5. Legal notes

The Disclosure of any offence may not prohibit appointment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children and young people all who are offered an appointment will be asked to submit to a criminal record check before the appointment can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and young people within the Meeting.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. 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 and young people at risk. As a Quaker Meeting, we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 2018 and all amendments made on or before May 25th 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

Notes for England and Wales - Children and Young People

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 with barred list check must be completed. Those working with children and / or adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligible-positions>