##### ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

##### STRICTLY CONFIDENTIAL

Disclosure of criminal background for posts requiring a DBS check

The Royal Borough has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. The Council will consider applicants on their merits and in relation to the post for which they are applying.

This post is exempt from the Rehabilitation of Offenders Act and previous offences must be disclosed and successful applicants will be subject to a standard or enhanced DBS disclosure.

Please complete the disclosure of criminal background information requested below. If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the council.

Do you have a DBS certificate issued since 17 June 2013? Yes No If yes, please give certificate number

Are you registered with the DBS Update service? Yes No

If yes and your application for this post is successful, do you consent to the Council using the update service to check your DBS status? Yes No

**Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 Order) in answering the following question you must disclose details of all unfiltered offences.**

**Do you have any convictions, cautions, reprimands final warnings or bind overs that are not ‘protected’, i.e. any which would not be filtered? YES / NO**

**If YES, please give details:**

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Information about disclosing a criminal background is available from NACRO [guide for job applicants](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2014/06/disclosing-criminal-records-a-nacro-guide.pdf)

**DECLARATION**

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

**Signed………………………………………………………….Date…………………………….**

**Print name in capitals …………………………………………………………………………..**

**Position applied for……….……………………………Job Reference No………………...**

(When you have answered the above question please return this additional sheet with your application form. **If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.).

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

**Explanatory note to applicants – DBS check**

**1. Introduction**

1.1 The position for which you are applying has been determined by the council as exempt from the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 Order in line with guidance from the Disclosure and Barring Service (DBS). Therefore you are required to declare any convictions cautions, reprimands, warnings and bind overs that are not protected, i.,e those which have not been filtered. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

**2. Factors to be considered**

2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.

2.2 The factors to be taken into account are:

* The responsibilities of the position
* The nature of the offence(s)
* The number and pattern of offences (if there is more than one)
* How long ago the offence(s) occurred
* The age of the offender when the offence(s) occurred.
* Whether or not there have been subsequent offences
* The applicants circumstances when the offences were committed and their circumstances now.
* The relevance of the conviction to the job applied for.

**3. Access to records of criminal convictions**

3.1 In the event of an offer of employment it is a requirement that a DBS check is undertaken. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/. **If you do not give your permission it will not be possible to consider your application further.**

3.2 As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people, which are maintained by the Department of Health and the Department for Education.

3.3 You will be sent the results of your check by the DBS.

3.4 If the DBS check reveals a conviction, caution, reprimand, warning or bind over which you had failed to declare, this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

3.5 DBS information will be kept in strict confidence and in accordance with the council’s DBS Secure Storage, Handling, Use, Retention and Disposal of disclosures Policy.

**4. Further Advice**

4.1 If you would like to discuss whether a conviction you have may debar you from working in the role for which you are applying, you may contact the HR Business Partner team on 01628 685810 in confidence for advice.

4.2 Or alternatively you may wish to refer to advice published by NACRO on [disclosing criminal records](https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/) or [guidance on DBS filtering](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2016/05/Practical-guidance-on-DBS-filtering_2016.pdf)

4.3 The council’s policy on the employment of ex-offenders is available on the council’s website.