

**DBS Information Sheet**

**Criminal record check via the Disclosure & Barring Service Procedure – Explanatory Notes**

The Rehabilitation of Offenders Act, 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record by a prospective employer, as the convictions may be defined as ‘spent’. However, there are exemptions to this if the individual is offered a post which involves contact with children or vulnerable adults or regular work at an establishment exclusively or mainly for such groups.

The post you have applied for falls into one of these categories and, therefore, a criminal background check is required.

You will be asked to complete an on-line Disclosure application if a job offer is made. The DBS will issue a Disclosure certificate which will contain the following:

* Details of all convictions held on the Police National Computer (PNC) both current and ‘spent’ as well as details of any cautions, reprimands or warnings
* Information from the following relevant government department lists which identify individuals who have restrictions placed upon them or who are barred from working with either children or vulnerable adults:
	+ the Department of Health’s Protection of Children Act List (PoCAL)
	+ the Department of Health’s Protection of Vulnerable Adults List (PoVAL)
	+ the Department for Education and Skills (DfES) under Section 142 of the Education Act 2002 (known as List 99).

It is important, therefore, that if you are asked if you have anything to declare that details of all the above are included.

You will be issued with a Disclosure certificate. The information provided on the certificate will be considered as part of the recruitment procedure.

Little Discoveries Childcare LTD & Somerset Skills & Learning CIC wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position. A copy of our policy regarding Recruitment of Ex-Offenders is available on request, as is the Code of Practice with which we fully comply.

Further information about the Disclosure procedure can be found at <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/>