



## Information Sheet for Applicants Applying for Positions Working with Children and/or Vulnerable Adults in England & Wales

### Introduction

The Let's Play Project is committed to providing the best services for its service users. The recruitment and selection process for positions working with children and vulnerable adults is therefore rigorous and incorporates a number of pre-employment checks. This is to ensure we safeguard those with whom we work and only engage those with the right skills, abilities, experience and qualifications required for the particular position. This information sheet gives brief information on these checks. Further information can be obtained from the Project Manager.

### The Let's Play Project Pre-employment Checks

The post you have expressed an interest in falls into the category of 'regulated activity' (see below); because of this we must ensure that you are suitable for such work and that you are not disqualified from taking up the post. (It is a criminal offence for someone who is disqualified to knowingly seek or accept work (or continue to work) in a 'regulated activity position'.) Therefore, in addition to interviews and taking up references etc., we operate the following pre-employment checks.

*Please note: You do not have to consent to these checks, however, if consent is withheld Let' Play will be unable to proceed with your application. Information supplied by you will be treated in confidence and in accordance with the Data Protection Act. Let' Play complies with the Disclosure and Barring Service (DBS) Code of Practice; if you would like a copy please let us know.*

### Criminal Record Check

The nature of this post allows the Let' Play Project to ask questions about your criminal record because it is exempted from the Rehabilitation of Offenders Act. With some exceptions, having a criminal record will not necessarily bar an individual from working with the Let's Play Project (see policy on the recruitment of ex-offenders). This will depend on the nature of the position sought and the circumstances and background of the offence(s). Anyone convicted of a Schedule 4 offence, e.g. offences against children or vulnerable adults of a violent or sexual nature, or supply of Class A drugs, is disqualified from working in a 'regulated activity position'. Individuals convicted of such offences may also have had a Disqualification Order imposed as part of sentencing.

You will be asked to provide written information on convictions, cautions, reprimands or final warnings, both spent and unspent, when you submit your completed application form,. This information will also be sought via a Disclosure and Barring Service check should your application be successful.

Certain convictions and cautions are "protected" and will therefore be filtered out and not be disclosed on a record check certificate subject to the rules below. You therefore do not need to declare any convictions or cautions to us that would be subject to these filtering rules.

### **Disclosure and Barring Service (DBS)**

The DBS are responsible for the disclosure of criminal records and the barring function. A DBS check includes a criminal record check; plus checks against either the Children's Barred List or Adults' Barred List or Children's and Adult's Barred List depending upon the relevant workforce and level of DBS check required. The barring list includes details of individuals who are barred from working with children and/or working with vulnerable adults.

An Enhanced Disclosure with a check against the relevant barred list (determined by the type of workforce that the role is within) will be undertaken for positions whose normal duties involve close and unsupervised contact with vulnerable groups.

For posts based in England or Wales the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 provides that certain spent convictions and cautions are 'protected' (also known as filtered) and are not subject to disclosure to employers, and cannot be taken into account. Such convictions or cautions that are covered by these rules do not need to be disclosed.

### **Declaration for Job Applicants**

The Disqualification for Caring for Children Regulations set out the circumstances in which people are banned from working in posts caring for children in:

- voluntary and registered children's homes
- day care of the under 8's
- plus private foster carers and child minders providing day care to the under 8's in the child minder's home.

If you wish to work in one of these areas you will be required to complete and return a Declaration for Job Applicants, supplied with relevant application forms. The Declaration sets out the criteria for disqualification.

### **Proof of Identification**

You will be asked to supply documents to confirm your identity for the purposes of carrying out a DBS check and to comply with the Asylum & Immigration Act, e.g. passport, driving licence, P60. Wherever possible one item of photographic identification must be produced. You will be informed when and how to supply these documents.

### **WHAT IS A 'REGULATED ACTIVITY' POSITION?**

Legislation defines the sort of work (paid and unpaid) that falls into this category. At the Let's Play Project this includes for example:

- Activity involving contact with children or vulnerable adults and of a specified nature which is undertaken regularly on an unsupervised basis (e.g. care, supervision, advice, medical treatment or in certain circumstances transport);
- Activity involving contact with children or vulnerable adults in a specified place (e.g. schools, play provision etc.) undertaken on a regular basis ;
- Relevant personal care, for example washing or dressing' or health care by or supervised by a professional, even if done once;

These positions are set out in the [Safeguarding Vulnerable Groups Act 2006](#).