



Enhanced DBS Check

Dear Applicant,

Thank you for your interest in applying for this vacancy.

This post involves working with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. Please therefore complete **Sections A, C & D** of the **Criminal Records, Disqualification and Declaration** sheet within the application form and sign the declaration.

For Posts in England and Wales - Guidance on filtering of protected conviction and cautions through the Disclosure and Barring Service (DBS)

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.

The Rules:

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person’s only offence, and
- it did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. A full list of these offences can be found on the DBS website (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>). If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

If applicable, please give details of all offences, penalties and dates not subject to the above filtering rules on the page marked Criminal Records/Disqualification/Other in the application form, tear off the page and place in a sealed envelope, marked confidential, for the attention of

the Human Resources Manager. This should be returned with your completed application form. With some exceptions, possession of a criminal record should not, in itself, debar appointment to a post. If your application is successful you will be required to undertake a criminal record check and/or other pre-employment checks. These will be discussed with you at interview. Please note that all information provided will be treated in confidence.

You can include your CV but must also complete all sections of the application form.

For Social Care Posts only, applicants must comply with registration and legislative requirements, as laid down by the relevant regulatory body, as necessary for the post (e.g. Social Worker).

Please return the completed application form **by email** to: **sammy@letsplaybanbury.org** before the closing date, quoting the reference number.

If you have not heard from us within 4 weeks of the closing date, I regret that on this occasion you will not have been shortlisted.

Once again, thank you for your interest in the Let's Play Project and I look forward to receiving your completed application.

Yours sincerely,

Sammy Bates
Activities Manager