

## Criminal Records Disclosure

We want to make applying for a role with us as straight forward as possible. We've put together some guidance on when and how you need to disclose your criminal record information when applying for a role with us. This will vary depending on the type of criminal record check being undertaken by the Disclosure and Barring Service (DBS), which will depend on the role you are applying for and what level of check is needed.

On the role profile, specific to role you are applying for, the 'Disclosure Level' field will tell you what level of check we will be carrying out. You will need to disclose information based on the check being conducted, you will provide this information on your application when applying on our website for the role.

Below is a table giving you the basic details of what you need to disclose to us:

Type of Check	Disclosure needed
<b>Basic</b>	<ul style="list-style-type: none"> <li>Only disclose unspent convictions.</li> </ul>
<b>Standard</b>	<ul style="list-style-type: none"> <li>Disclose spent and unspent convictions, cautions, reprimands and final warnings.</li> </ul>
<b>Enhanced</b>	<ul style="list-style-type: none"> <li>Disclose spent and unspent convictions, cautions, reprimands and final warnings. This check may release information on arrests, non-recordable offences, allegations and non-guilty verdicts.</li> </ul>
<b>Enhanced &amp; Barred</b> (conducted for roles working with children or adults).	<ul style="list-style-type: none"> <li>Disclose spent and unspent convictions, cautions, reprimands and final warnings. This check may release information on arrests, non-recordable offences, allegations and non-guilty verdicts.</li> <li>Additionally, this check will disclose being barred from working with children and/or adults.</li> </ul>

Helpful terms guidance:

- Rehabilitation of Offenders Act 1974 (ROA)** – this legally means that after a certain period of time, depending on the sentence given and not the offence committed, individuals will no longer need to disclose their offences to employers if they are spent. However there are some roles which are exempt from this.

- **Spent** – spent offences don't need to be disclosed for all roles. Here's a link to help you find out more. <https://www.gov.uk/exoffenders-and-employment>
- **Exempt** - some roles are excluded (or known as 'exempt') from the ROA, which means the employer can ask for a complete criminal record declaration, including spent offences.
- **Filtered/Protected** – some criminal record information is filtered or protected under the ROA, so you wouldn't need to disclose it. To find out more, follow this link: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

**Easy to follow flow chart for the Rehabilitation of Offenders:**

