Criminal record declaration form for roles exempt from the ROA

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to <u>Nacro guidance</u> and the <u>guidance published</u> by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- Your age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal.

If you are unsure about how to answer the questions on this form, you may wish to seek independent advice, for example, from Nacro's Criminal Record Support Service on **0300 123 1999** or **helpline@nacro.org.uk**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

Criminal record declaration form (exempt positions)

Surname:		First name:	
Do you have any unspent convictions or conditional cautions?			
Yes □	No 🗆		
Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?			
Yes □	No 🗆		
If you have answered yes to either question, you now have two options for disclosing your criminal record.			
Option 1: You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.			
I have attached details of my conviction separately (please mark with an X if appropriate.)			
Option 2: Please provide details in the space below.			
DECLARATION			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
	• I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at <i>Scarborough Disabled Swimming Group</i> .		
 I understand my responsibilities to safeguard children and vulnerable adults. 			
• I understand that I must notify the Safeguarding Officer immediately of anything now, or in the future, which affects, or might affect, my suitability to work within SDSG, including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children and vulnerable adults. Failure to notify is considered a serious matter and is considered gross misconduct under SDSG's internal processes and could result in termination of my voluntary role.			
Signed:	Date:		

Please return this form to: <u>contactus@sdsg.org.uk</u> marked Confidential DBS Declaration.