

## **Information for Applicants for Positions Involving Working with Children or Vulnerable Adults.**

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974. If you succeed in the interview and receive a provisional job offer, you must complete a Disclosure and Barring Service (DBS) application form for a record check. Any information from the DBS will be handled confidentially and destroyed after use, following the DBS Code of Practice on Storage and Handling of Disclosure Information. A copy of our Storage and Handling of Disclosure Information Policy is available upon request.

Having a criminal record will not automatically disqualify you from employment unless the conviction is relevant and renders you unsuitable for the position. Factors considered include the nature of the offence, how long ago it was committed, and your age at the time. However, certain positions involving work with vulnerable groups prohibit hiring individuals with specific convictions or those on certain government lists, such as the Police Act 1997 (Criminal Records) and the Children's and Adults Barred List.

Failure to disclose a conviction (spent or unspent) may disqualify you from appointment or result in dismissal if discrepancies are discovered post-employment.

If you have a criminal record and are unsure whether to disclose it for this application, call the Human Resources on 01275 888788 or email [Human.resources@n-somerset.gov.uk](mailto:Human.resources@n-somerset.gov.uk). Alternatively you can contact the Recruiting Manager listed in the advert. This inquiry will not be part of the interview process.

**Note:** Under the Protection of Children Act 1999, the Care Standards Act 2000, and the Criminal Justice and Court Services Act 2000, it is a criminal offence for a disqualified individual to apply for, offer to do, accept, or perform work with children or vulnerable adults. It is also illegal for the council to offer such positions to a disqualified person. By signing the Declaration section of the application form, you confirm you are not disqualified from working with children or vulnerable adults.



## **Appendix 1 –**

# **Policy Statement on Recruitment of Ex-Offenders**

North Somerset Council is committed to preventing discrimination or unfair treatment against staff or potential staff with criminal records, provided they do not pose a risk to children or vulnerable adults.

Applicants with criminal records should be assessed based on their merits and the specific requirements of the position (e.g., caring for children and vulnerable adults, which excludes some applicants).

HR Connect, on behalf of North Somerset Council, will ensure compliance with the DBS Code of Practice. All applicants will receive a copy of the council's Policy Statement on the employment of ex-offenders and be informed of the DBS Code of Practice on handling disclosures, available upon request.

The council ensures that all recruitment staff are trained to assess the relevance of criminal offences and take appropriate action. For positions requiring a DBS Disclosure, applicants will be informed early in the recruitment process that a Disclosure will be requested if provisionally offered the position. Criminal record details will remain strictly confidential and accessible only to authorized personnel.

The council's policy requires applicants to disclose criminal records to avoid inadvertently placing individuals in vulnerable positions. For positions involving work with children or vulnerable adults, applicants must declare any 'spent' convictions as defined by the Rehabilitation of Offenders Act 1974.

Having a criminal record does not necessarily prevent appointment unless the offense legally disqualifies the individual or renders them unsuitable for the role. If an offense suggests potential risk, the individual should not be appointed.

If an applicant discloses a criminal record or other potentially disqualifying information, the recruiting manager will discuss the Disclosure with the applicant before making a final decision. The recruiting manager will then consult with the Recruitment Team before confirming the recruitment decision. If an application is rejected due to a criminal record, the applicant should be informed of the specific reason related to the job requirements.

Failure to disclose relevant information may lead to the withdrawal of a job offer or termination of employment if discovered post-hire.

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