# SCHEDULE 5 – APPLICANT DBS DISCLOSURE CONSENT FORM

Please read the following conditions carefully and complete this consent form. This consent form must be fully completed and returned to the Supplier.

* Since Drivers and Passenger Assistants will be coming into regular contact with vulnerable children and adults of all ages, the Transport Services Team is legally required to ensure that all those persons applying to work in such positions hold an Enhanced DBS Disclosure issued by the Disclosure and Barring Service (DBS).
* Your Enhanced DBS Disclosure will include a full list of all convictions (whether spent or unspent) as well as details of all cautions, reprimands and warnings and any other information which the police feel may be relevant.
* The DBS check will be submitted online, by the Supplier, through the Capita website. The Disclosure and Barring Service will send an Enhanced DBS Disclosure certificate to you.
* On the basis of information returned on an Enhanced DBS Disclosure, the Transport Services Team has the right to refuse to authorise a person to work on their transport contracts. Such discussions would take place between the Council and the Supplier.
* Drivers and Passenger Assistants mustinform the Supplier of any convictions which arise after the DBS check has been completed.
* The Transport Services Team will require a new Enhanced DBS Disclosure to be carried out every 3 years.

**Please complete the following details in BLOCK CAPITALS:**

NAME: …………………………………………………………………………………………..

ADDRESS: ……………………………………………………………………………….…………

…………………………………………………………………………………………..

POSITION APPLIED FOR: ………………………………………………………………………..

1. I confirm that I have read and accept the conditions above in their entirety.
2. I give my consent for the Supplier to provide the Transport Services Team with access to my Enhanced DBS disclosure and to decide with the Supplier if I am suitable to work on transport contracts.
3. I agree, that if I am convicted of any offence at any date after the issue of my Enhanced DBS Disclosure, it is my duty to inform the Supplier immediately.

SIGNATURE OF APPLICANT ………………………………….. DATE: ……………………...

**POSITIVE DISCLOSURE DECISION DOCUMENT**

The Supplier should use this decision document to make a balanced decision about whether to employ the individual in the provision of the Services. Before a decision is reached, and following a positive disclosure, the individual should be offered the opportunity to discuss the contents of the disclosure with the Supplier, except where this is prohibited.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of individual |  | Discussed with individual | | | Date | |  |
| Post Applied for |  | | | | | | |
| Name of Supplier |  | Signed |  | Date | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Decision  (please tick as applicable) | Employ | Do not employ | Employ with adjustments to role (give details) |
|  |  |  |

A positive disclosure from the Disclosure and Barring Service is a certificate that shows cautions, warnings or convictions. It may show spent convictions and also unspent convictions, and for Enhanced Checks, it will also show other information that a police force deems relevant to disclose based on the nature of the job that the individual will be employed to do.

| **QUESTIONS TO CONSIDER** | Possible Responses | Answer | Comments |
| --- | --- | --- | --- |
| **Does the DBS Barred List result bar the appointment?**  If the answer is yes then the appointment is automatically unlawful and the person must not be appointed to the post. Do not continue with this decision sheet. | * **Yes** * **No** |  |  |
| **Is the conviction relevant to the position?**  Consider the impact of the particular nature of the conviction(s) disclosed on the post. Is the conviction relevant to the position? | * **Yes** * **No** |  |  |
| **Are you satisfied with the candidate’s explanation of the circumstances of the offence?**  All positive disclosures should be discussed with the candidate. Note down their explanation of the circumstances. | * **Yes** * **Unsure** * **No** |  |  |
| **How serious do you consider the offence to be?** | * **Major** * **Moderate** * **Minor** |  |  |
| **Did the offence occur recently?**  For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent. | Within last;   * **1 Year** * **3 years** * **10 years** * **Older** |  |  |
| **At what age were the offences committed?**  Was the offence committed as an adult, or as a child or adolescent? | **State age** |  |  |
| **What age is the applicant now?** | **State age** |  |  |
| **Does the disclosure show a pattern of offending behaviour, or was the offence a one-off?**  Repeated offences may indicate that the individual has not been able to change his/her offending behaviour, and may be more likely to re-offend. | * **One-off** * **Repeat – frequent** * **Repeat - infrequent** |  |  |
| **Have the circumstances that led the applicant to commit the offence changed for the better?**  Look at all the circumstances, including the employment pattern and the individual’s own explanation. | * **Yes** * **No** * **Maybe** |  |  |
| **Did the applicant disclose the conviction(s) / cautions, warnings or reprimands when asked?**  A failure to disclose an offence, without a satisfactory reason, should render the employment offer void. | * **Yes** * **No – no valid reason** * **No – but has valid reason** |  |  |
| **Does the role allow the opportunity to re-offend?**  Consider the nature of the post in relation to the disclosed offence(s). | * **Yes** * **No** |  |  |
| **What level of management supervision will the person receive?**  What opportunity would there be to re-offend? Will supervision reduce the risk? How much responsibility does the post carry? | * **High** * **Moderate** * **Low** |  |  |
| **Does the post involve responsibility for finance, items of value or other high risk areas?**  This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud. | * **High** * **Moderate** * **Low** |  |  |
| **Further considerations.** |  | | |