



Safeguarding Information Sheet for Applicants Applying for Positions Working with Children and/or Vulnerable Adults in England & Wales

Introduction

Barnardo's transforms children's lives every day. The recruitment and selection process for positions working with children and vulnerable adults is therefore rigorous and incorporates a number of pre-employment checks. This is to ensure we safeguard those with whom we work and only engage those with the right skills, abilities, experience and qualifications required for the particular position. In addition to face to face interviews, verifying an applicant's qualifications and taking up references etc., Barnardo's carries out the following pre-employment checks summarised below:

Please note: You do not have to consent to these checks, however, due to the role falling within the definition of a 'regulated activity' (which is explained further below) we have a legal requirement to carry out these checks before employing you in the role. Therefore, if consent is withheld Barnardo's will be unable to proceed with your application. Information supplied by you will be treated in confidence and in accordance with Data Protection Legislation.

What is regulated activity?

The post you have expressed an interest in falls into the category of 'regulated activity'; because of this we must ensure that you are suitable for such work and that you are not disqualified from taking up the post. (It is a criminal offence for someone who is disqualified to knowingly seek or accept work (or continue to work) in a 'regulated activity position').

The Safeguarding Vulnerable Groups Act 2006 sets out the original definition of regulated activity in England and Wales, i.e. the activities and work which a person who has been barred must not do. This definition of regulated activity was scaled back by the Protection of Freedoms Act 2012. We therefore have two different definitions of Regulated Activity in England and Wales: old definitions under the Safeguarding Vulnerable Groups Act 2006 and the current definitions

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under the Protection of Freedoms Act 2012.

At Barnardo's, work (paid and unpaid) and activities that fall within the definition of 'regulated activity' include, for example:

- Activity involving contact with children or vulnerable adults and of a specified nature which is undertaken regularly on a unsupervised basis (e.g. teaching, training, instructing, care, supervision, providing advice, medical treatment or in certain circumstances transport);
- Activity involving contact or the opportunity for contact with children or vulnerable adults in a specified place (e.g. childcare premises, schools, care homes etc.) undertaken on a regular basis;
- Relevant personal care, for example washing or dressing' or health care by or supervised by a professional, even if done once;
- Fostering and childcare;

'Regularly' means carried out by the same person frequently (once a week or more) or on four or more days in a 30-day period (or in some cases overnight).

Criminal Record Check

The Rehabilitation of Offenders legislation does not cover roles that involve regulated activity working with children and/or vulnerable adults. Therefore, in applying for this post, any police cautions, criminal convictions, reprimands and warnings ('spent' or 'unspent') that are not 'protected' (i.e. that are not filtered out) and/or legal proceedings must be declared. For further information on filtering, please refer to the Nacro Website and/or the Disclosure and Barring Service website.

With some exceptions, having a criminal record will not necessarily bar an individual from working with Barnardo's (see policy on the Recruitment of Ex-offenders). This will depend on the nature of the position sought and the circumstances and background of the offence(s). Anyone convicted of a Schedule 4 offence, e.g. offences against children or vulnerable adults of a violent or sexual nature, or supply of Class A drugs, is disqualified from working in a 'regulated activity position'. Individuals convicted of such offences may also have had a Disqualification Order imposed as part of sentencing.

Disclosure and Barring Service (DBS)

Criminal record checks within England and Wales are conducted through the DBS. You will be asked to provide information on convictions, cautions, reprimands or final warnings, both spent and

unspent as part of a Safeguarding Self-Declaration, if you are shortlisted for interview. If you are successful at interview and a conditional offer of employment is made, this information will also be verified via an Enhanced Disclosure check from the Disclosure and Barring Service, which where relevant, will also include a check against the Children's Barred List and/or Adults' Barred List depending upon the relevant workforce. (In addition, for teacher applications only, a prohibition from teaching check will also be conducted via the National College for Teaching and Leadership (NCTL) Teacher Services Website; and for individuals who have lived or worked outside of the UK, a check against the 'Teachers Sanctioned in other EEA Member States List' for restrictions/sanctions imposed).

Barnardo's complies with the DBS Code of Practice; a copy of which is available upon request from the Recruitment Team.

Proof of Identification

You will be asked to supply documents to confirm your identity for the purposes of carrying out a DBS check and to comply with the Asylum & Immigration Act to confirm your eligibility to work in the UK e.g. passport, driving licence, P60. Wherever possible, one item of photographic identification must be produced. Full information including when and how to provide these documents will be provided if you are invited for interview.

Childcare Disqualification by Association Declaration

Shortlisted job applicants applying for a relevant post in early years provision, later years provision (for children under 8) and in the management of such early or later years provision, will also be asked to complete a Disqualification Declaration to confirm that no one living in the same household as the applicant or living at their address, is a disqualified person under the Childcare (Disqualification) Regulations 2009 or Child Minding and day Care (Disqualification) (Wales) Regulations, 2010, as appropriate.

For further information regarding Barnardo's pre-employment checks, please contact our Recruitment Team
recruitment.support@barnardos.org.uk

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