



**RECORD OF DECISION REGARDING DBS DISCLOSURE**

**Name of Applicant/** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Post Holder:**

Meeting to discuss DBS Disclosure information with applicant held on: \_\_\_\_\_

**Name of 1<sup>st</sup> Interviewer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Name of 2<sup>nd</sup> Interviewer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Was a member of the HR Services requested to attend meeting? Yes/No

Was information on the Disclosure declared by the applicant on the ROA 1 Form at recruitment stage?  
Yes/No

Was information on the Disclosure declared by the applicant on Section H (66) of Disclosure Application  
Form Yes/No

If No, what is the reason for the non-declaration:

Recommendation by Manager to appoint/ **Yes/No** **Signed:** \_\_\_\_\_  
continue with employment:

If No, what is the reason for non-appointment/non continuation of employment:  
A thorough explanation is required here if the decision is to decline the candidate

**Approved by Head of Service / Head Teacher:**

**Ratified by Director:**

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Post Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(Please note: Details of offences or convictions must not be recorded on this form)**

Please ensure a copy of this form is returned to [hr.operations@southtyneside.gov.uk](mailto:hr.operations@southtyneside.gov.uk) so a copy can  
be retained on the employee's HR file and Central Record File

## **DBS Policy Appendix B**

### **Guidance Notes in considering the Relevance of Criminal Records**

When an applicant for, or an existing employee in a post which is exempt under the Rehabilitation of Offenders Act 1974 receives a DBS Disclosure containing details of a criminal record, an objective assessment must be made as to their suitability for the post.

**This assessment must be approved by the relevant Director to ensure consistency of approach.**

The Head of Service/Head Teacher must arrange to meet with the individual to discuss the matter and request a full explanation. A representative from HR Services may be present at the meeting – if no such representative is present, the Head of Service /Head Teacher must arrange for another appropriate member of staff to attend the meeting in the capacity of note taker.

The Head of Service/Head Teacher must consider the following in reaching a decision on how to proceed:

- Does the post involve one to one contact with children, young people and/or vulnerable adults?
- What level of supervision will the post holder receive?
- Does the post involve direct contact with the public?
- Does the post involve any direct responsibility for finance or items of value?
- Will the nature of the job present any opportunities for the post holder to reoffend in the place of work?
- The seriousness of the offence(s) and its relevance to the safety of other staff, customers, clients and property.
- The length of time since the offence(s) occurred.
- Any relevant information offered by the individual about the circumstances which led to the offence being committed, for example the influence of domestic or financial difficulties.
- Whether the offence was a one-off, or part of a history of offending.
- Whether the individual's circumstances have changed since the offence was committed, making reoffending less likely.
- The country in which the offence was committed some activities are offences in Scotland and not in England and Wales, and vice versa.
- Whether the offence has since been decriminalised by Parliament.
- The degree of remorse, or otherwise, expressed by the individual and their motivation to change.
- For teaching posts only, and in accordance with Keeping Children Safe in Education, you should consider the incident in the context of the Teachers' Standards and Teacher misconduct guidance (Government website).

This list is not exhaustive and other matters may be taken into consideration.