



The Breastfeeding Network

PO Box 11126,

Paisley

PA2 8YB

Tel: 0844 412 0995

admin@breastfeedingnetwork.org.uk

www.breastfeedingnetwork.org.uk

Criminal record declaration (exempt positions) for trainees in England

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

This form must be completed as part of the registration process. Information disclosed on this form will not be kept with your application form or by your tutor.

For further information, please refer to [DBS filtering guidance at www.gov.uk/dbs](http://www.gov.uk/dbs).

Having a criminal record will not, in itself, prevent you from volunteering with BfN. Any information given will be treated in the strictest confidence. We take into consideration whether the offence is relevant to the role or has any other associated risks.

All cases will be examined on an individual basis, taking 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 it is a single offence or a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and your explanation(s).
- Whether your circumstances have changed since the offending behaviour.

Failure to disclose all convictions, cautions, reprimands or final warnings that are not 'protected' could result in disciplinary proceedings or dismissal. Further advice on disclosing a criminal record can be obtained from Nacro at www.nacro.org.uk

To speak to a Breastfeeding Supporter call National Breastfeeding Helpline 0300 100 0212

Calls to 0300 numbers cost no more than calls to UK numbers starting 01 and 02 and will be part of any inclusive minutes that apply to your provider and call package

*The Breastfeeding Network is a Company Limited by Guarantee Registered in Scotland Company No. 330639
Registered office Alexander Sloan, Chartered Accountants, 38 Cadogan Street, Glasgow, G2 7HF
The Breastfeeding Network is a Registered Scottish Charity No SC027007*

Forename:	Surname:
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Criminal record declaration

Do you have any convictions, cautions, reprimands or final warnings which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)

(England and Wales) Order 2013? Yes No

If you have answered yes, you now have **two** options on how to disclose your criminal record.

Option 1: Please call BfN's office and ask to speak to Veronika for advice about how your criminal record is likely to affect your application. She is BfN's Operations administrator and lead for DBS disclosures. As she works part-time you may need to arrange a convenient time for you both.

Option 2: You can disclose your record under separate cover by completing this form and posting the details to Veronika at the BfN office at the address below. Your tutor can give you a reply paid envelope. The envelope should be marked **CONFIDENTIAL FOR ATTENTION OF VERONIKA** and state your name and the details of the post.

Please provide details of your criminal record in the space below (attach additional notes as necessary).

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at the Breastfeeding Network.

Signed:

Date:

Please return this form to: Veronika Tudhope, Operations Administrator, The Breastfeeding Network, PO Box 11126, PA2 8YB, Paisley.