

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 if you have any convictions to declare. 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 <u>www.gov.uk/dbs</u>.

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 <u>www.nacro.org.uk</u>.



The Breastfeeding Network PO Box 11126, Paisley PA2 8YB

www.breastfeedingnetwork.org.uk

To talk to a mum who knows about breastfeeding call the 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.

Forename:		Surname:
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 D No D		
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 Clare for advice about how your criminal record is likely to affect your application. She is BfN's Central Support Manager and lead for DBS disclosures.		
Option 2 : You can disclose your record under separate cover by completing this form and posting the details to Clare at the BfN Central Support office at the address below. Your tutor can give you a reply paid envelope. The envelope should be marked CONFIDENTIAL FOR ATTENTION OF CLARE 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 record will not necessarily pr Breastfeeding Network.	•	prrect. I understand that the declaration of a criminal d this role at the
Signed:		Date:
Please return this form to:	Clare Farquhar Central Support Manager	
	Central Support Manager The Breastfeeding Netwo	
	PO Box 11126	
	Paisley PA2 8YB.	
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