



## Children and Young People's Services

# Protection of Children Disclosure of Criminal Background for those with Access to Children

The post for which you have applied has substantial opportunity for access to children and as such, the Council is required to check the possible criminal background of applicants. You will appreciate that, as a public service charged with responsibility for the welfare of children and young people the Authority needs to be particularly careful about the character and background of its employed and voluntary personnel whose work will bring them into contact with children and young people.

You will therefore be asked to complete a form which will enable the appropriate checks with the Criminal Records Bureau to be undertaken. Failure to complete and return the form will prevent the processing of your application further.

### **Declaration of Convictions and Cautions**

When completing the enclosed application form I must draw your attention to the following:

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. The act does not allow those with access to children and young persons under the age of 18 years the right to withhold information regarding previous convictions, including cautions for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act.

I must ask therefore that in completing the application form you declare all cautions and convictions in accordance with the act.

The fact that a person has a criminal record does not automatically render them unsuitable for work with children, but certain criminal convictions may conflict with this area of work. It may be necessary for you to attend a meeting with a designated Senior Officer to discuss the details of any notified convictions. Following such a meeting a decision will be made to confirm the offer of appointment or otherwise.

All information provided by yourself and the Criminal Records Bureau will be treated in strict confidence and in accordance the CRB's Code of Practice and Local Authority Policy. (These documents may be viewed at the address given below). The information will be destroyed after assessment by the Senior Officer nominated for this purpose.

Thank you for your co-operation

Sandwell Metropolitan Borough Council  
Children and Young People's Services  
PO Box 41, 402 High Street, West Bromwich, B70 9LT