

Rehabilitation of Offenders Act Statement

If your role is in scope for City Gateway's 'disqualification by association' additional check (<http://www.legislation.gov.uk/ukxi/2009/1547/contents/made>) please complete this form for yourself but also any individual living in the same home. Please complete this to the best of your knowledge.

Please answer the following questions for the UK and Overseas :				
		Yes	No	Individual living in your home
1.	Have you ever been convicted of any offence			
2.	Have you ever been the subject of a caution, reprimand, warning, a custodial sentence, or a Bound Over Order?			
3.	Are you at present the subject of pending prosecutions or current criminal investigation?			
4.	Are you disqualified from working with children and young people, either through a court imposed disqualification order or through your inclusion on either the department of health or Department of Education and skills lists of those banned from working with the children or the POCA Register?			
5.	Are you a person known to any Social Services department as being an actual or potential risk to children?			
6.	Have you OR a member of your family living with you OR a person not related to you but living in your home, been to the subject of a child protection investigation or enquiry either currently or in the past?			
7.	Have you ever had a child for whom you had caring or parental responsibility removed from your care?			
8.	Have you ever had a child for whom you had caring or parental responsibility on the child protection register?			
9.	Are you the subject to any pending disciplinary action against you or have been subject to a disciplinary?			
10.	Has a previous employer ever taken disciplinary action against you or have been subject to a disciplinary investigation?			
11.	Have you had a disciplinary sanction from any governing body relating to child welfare or child abuse?			
12.	Have you ever been asked to leave a youth organisation in the past?			
13.	Has a previous employer ever dismissed you?			
14.	Has a young person made an allegation against you involving abuse, malpractice or professional misconduct?			

If you have answered "yes" to any questions between 1-14, please give further details:
what happened, the date this occurred on, the consequences:

Individuals are not obliged by law to answer any of these questions. However, in line with the City Gateway DBS & Risk Assessment policy, failure to reveal any requested information could result in a withdrawal of the employment/placement offer or lead to invoking the Company's Disciplinary Procedure.

From 29 May 2013, the DBS will remove certain specified old & minor offences from criminal record certificates issued from this date. Please visit for further information: <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

Risk Assessment Meeting (in the event of a declaration)

We will need to know if your circumstances and attitude have changed since the offending behaviour and whether you can give reassurance that this is in the past and you are a new reformed character. As a result, we will arrange an interview with yourself and HR along with a safeguarding representative and/or your line manager. An executive representative will also be informed to sign off the meeting outcome. We will ask you to clarify information provided at this stage. **Please tick here to agree to this meeting:** ☐

Current DBS Disclosure & Update Service:

Do you already have a DBS (Disclosure & Barring Service) Disclosure? If you have a DBS or if you are a member of the Update Service please state: Valid from Date:

Issued by: Disclosure number:

City Gateway requires individuals to sign up to the update service upon joining City Gateway or reaching their 3 year renewal period and requires individuals to renew this membership each year (cost is £13 & can be claimed as expenses). City Gateway will carry out an annual check using this service. **Please tick here to agree to join this service:** ☐

Other activities with young people/children:

Are you involved in any other activities with young people/children which would make you eligible for a DBS check?

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Declaration:

- I have read and understood what has been asked of me on this form in respect to me or a member of my household. I confirm the information that I have provided in my support of my application is a complete and true record and there is no reason I cannot work with children or young people (under 18) or vulnerable adults including
- I agree to notify City Gateway of any prosecutions/cautions/reprimands or convictions in respect to me or a member of my household within 24 hours (or 72 hours over a weekend) of this occurring whilst I remain at City Gateway.
- I understand that to give false information failure to disclose information or subsequent failure to conform to the Code of Conduct ethics may result in disciplinary action.
- I agree to undertake a DBS Enhanced Disclosure check & sign up to the Update Service within 19 days & give permission for CG to check the Update Service as required. I agree to pay for a new DBS check if I do not sign up to the update service within 19 days.
- I agree to show my DBS certificate to HR **within 1 week** of receiving this in the post.
- I agree to undertake a risk assessment meeting in the event of a self-disclosure or a positive DBS declaration and for this information to be shared with relevant staff members.

Print Name:

Sign:

Address:.....

..... **Post Code**.....

Date: