# DBS Amnesty Form

On 6th July 2023, the National Fire Chief’s Council NFCC successfully passed a new piece of legislation regarding the inclusion of Fire and Rescue Authorities in the Rehabilitation of Offenders Act 1974 (Exceptions). This enables fire and rescue services to access higher levels of DBS checks (Disclosure and Barring Service) more efficiently.

All who work or volunteer for a Fire and Rescue Authority will be eligible for a Standard DBS check. Depending on activities undertaken, the frequency of those activities, and a risk assessment undertaken by CFRS, there may be some discretion for employees to be eligible for Enhanced levels of DBS checks (with or without Barred List checks).

The decision has been made to have an ‘Amnesty Period’ between Monday 28th August and Monday 25th September 2023, where all employees can confidentially disclose any information or convictions they are aware may come up on either a Standard DBS Check, Enhanced DBS Check, or Enhanced with Barred List Check.

This form is for all employees to complete and confirm whether they have anything to disclose prior to DBS checks being carried out. The answers provided will be reviewed by the HR team only at this stage.

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| --- | --- | --- |
| First Name**(s)** |  | |
| **Last Name** |  | |
| **Job Title** |  | |
| **Date of Birth** |  | |
| **Declaration of criminal convictions**  Roles that require a DBS check, are roles that are exempt from the Rehabilitation of Offenders Act and due to the recent changes in regulations your role now requires you to undergo a DBS check. You will be required to provide a relevant DBS certificate which will disclose details of all spent and unspent cautions and convictions, unless they are eligible for removal (often referred to as filtered or protected). If you have a criminal conviction and are unsure if your offence is unspent, spent or eligible for removal (filtered/ protected), you can visit registered charities e.g. [www.unlock.org.uk](https://www.unlock.org.uk/) or [https://www.nacro.org.uk](https://www.nacro.org.uk/) for support, advice and access to their disclosure calculator here: <https://unlock.org.uk/disclosure-calculator/> | | |
| **Q1. Does your role require and Enhanced Check with Barred List Check?**  If you are unsure what level of check your role requires, please contact the HR Team at [HR@cumbriafire.gov.uk](mailto:HR@cumbriafire.gov.uk) before completing this questionnaire | Yes | No  (if no, please skip to Q3) |
| **Q2. Have you been barred from working with children and/ or adults as a result of a criminal conviction? (**Circle the statement that applies to you) | No, I am not barred from working with children and adults | Yes, I am on the adults barred list as a result of a criminal conviction |
| Yes, I am on the children’s bared list as a result of a criminal conviction | Yes, I am on both the adults and children’s barred list as a result of a criminal conviction |
| **Q3.** **Do you have any relevant criminal convictions or offences that are unspent and not protected (filtered off of your record) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)?** (please circle)  An *‘Is it spent?’* further information poster can be found here: https://unlock.org.uk/wp-content/uploads/2015/02/ROA-Unlock-A3-Poster.pdf | Yes | No  (if no, please skip to question Q6) |
| **Q4. Please Circle the type of conviction that you have:** | Drug Crime Financial  Violent Crime Sex Offence  Breaking and entering Other  Non-violent | |
| **Q5. Please use this space to provide us with further details on your conviction, including date of conviction and sentence received:** |  | |
| **Q6. Do you have any relevant spent criminal offences that are not protected / filtered from your criminal record?** (please circle)  List of offences that will never be filtered can be found on the www.gov.uk website here: https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> | Yes | No  (if no, please skip to declaration) |
| **Q7. Please Circle the type of conviction that you have:** | Drug Crime Financial  Violent Crime Sex Offence  Breaking and entering Other  Non-violent | |
| **Q8. Please use this space to provide us with further details on your conviction, including date of conviction and sentence received:** |  | |
| **Declaration:**  To the best of my knowledge I declare that the information submitted is accurate and correct.   I understand and agree that:   a) The provision of false information may result disciplinary action which could result in dismissal  b) I understand that my role is now subject to Rehabilitations of Offenders Exceptions Order, failure to disclose any unspent or spent convictions or cautions (which are not protected) may result in disciplinary action, which could result in dismissal.  C) All information contained in this form will be treated as strictly confidential, and used only for the purposes of adhering to the organisation’s safer recruitment policies. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks that may be made.  *(By signing below you are agreeing to the above declaration)* | | |
| **Date:** |  | |
| **Signature:** |  | |

Thank you for taking the time to complete this form.  The information that you have provided will be reviewed by the HR team. Following the close of the 'amnesty period' on Monday 25th September 2023, you will receive further instructions on how to complete the DBS check.

If you are unsure about what to disclose, require any further information, or you would like to speak to someone confidentially, please contact the HR team on HR@cumbriafire.gov.uk to arrange this.

**Please return to:**

HR Team

People and Talent Service

Fire and Rescue Service Headquarters

Kemplay Bank

Penrith

CA10 2FA