



**NORTH YORKSHIRE
FIRE & RESCUE SERVICE**

North Yorkshire Fire and Rescue Service

Disclosure and Barring Service (DBS) Policy and Operating Procedure

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1. Introduction

This Policy sets out the principles North Yorkshire Fire and Rescue Service will operate in relation to Disclosure and Barring Service (DBS) checks and Vetting Checks on employees from Recruitment throughout their continued employment including any movements/promotions of people within the organisation.

The safe and fair recruitment of employees is the first step to Safeguarding.

DBS Checks are undertaken to;

- Provide protection for children and vulnerable adults from individuals who might wish to harm them, and
- Minimise the risk of employing an individual who is considered unsuitable to work in certain occupations and positions of trust.

The National Fire Chief's Council (NFCC) published its NFCC Safeguarding Position Statement 2020 in January 2020. This is underpinned by further NFCC Safeguarding Guidance which should be read in conjunction with this document. A link to these documents can be found in the Useful Links at the back of this policy.

Core code of Ethics

North Yorkshire Fire and Rescue Service (NYFRS) has adopted the Core Code of Ethics for Fire and Rescue Services which sits alongside the Code of Ethics Fire Standard which has been developed by the Fire Standards Board. The service is committed to the ethical principles of the Code and strives to apply them in all we do, and therefore, those principles are reflected in this Policy.

Equality and Inclusion

NYFRS has a legal responsibility under the Equality Act 2010, and a commitment to ensure it does not discriminate either directly or indirectly in any of its functions, services or treatment of staff. It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

2. Legal Context

The general intent of the Rehabilitation of Offenders Act 1974 is that an ex-offender who has not re-offended for a specific length of time will be considered to be 'rehabilitated' and entitled to present themselves to employers as if they had never been convicted in the first place. The legislation was introduced to prevent ex-

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offenders who have not re-offended for a significant period of time from being denied access to jobs purely on the basis of their past criminal convictions.

For individuals, it is a criminal offence to work or volunteer in “regulated activity” whilst barred.

Or employers and bodies/organisations who supply staff or volunteers, it is a criminal offence to;

- Knowingly allow someone to work in “regulated activity” while barred.
- Allow someone to work in “regulated activity” without carrying out the required checks.

3. Aim and Objectives

This policy applies to employees, contractors, consultants, temporary and other workers at NYFRS including all personnel affiliated with third parties.

NYFRS undertakes to treat all applicants fairly when assessing their suitability for positions of trust. It will not discriminate unfairly against any subject of a Disclosure on the basis of a conviction or any other information revealed as a result of the checks.

All job applicants from 2018 (as per guidance in previous policy) will require a DBS check and will be advised at the beginning of the recruitment process/transfer or promotion of the check being carried out. Additional to a DBS check some job roles are subject to NPPV Vetting. See appendix A.

Types of DBS Checks

There are different types of DBS and vetting clearances which return different levels of information about a person’s criminal background/or ability to work with children and/or adults.

These are shown below;

Basic Check

These checks are the most common and lowest level of disclosure available. It includes information on any ‘unspent convictions’ an individual may have.

Standard Check

A standard DBS check is an in-depth background check used by employers on behalf of applicants to verify if a candidate is suitable to hire for work in a specific industry. It will show details of all cautions, warnings and reprimands as well as all spent and unspent convictions held on an individual’s criminal record. Standard checks can only be applied for if an individual works in specific industries such as: Health and Social Care, Financial Services, Accountancy, Childcare, Education and Legal.

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Enhanced Check

This check details an individual's convictions, cautions, reprimands or warnings recorded on police central records and information held locally by police forces that it may reasonably be considered as being relevant to the post applied for. The check includes both 'spent' and 'unspent' convictions. There are very strict conditions set by the DBS for these checks. Positions that qualify for these checks are those where normal duties include caring for, training, supervising or being in sole charge of children or vulnerable adults.

Enhanced plus Barred List(s) checks

This check is the same as an Enhanced check, but in addition will check against barring lists to show if a person is prevented from working in regulated activity, either with children, adults or both.

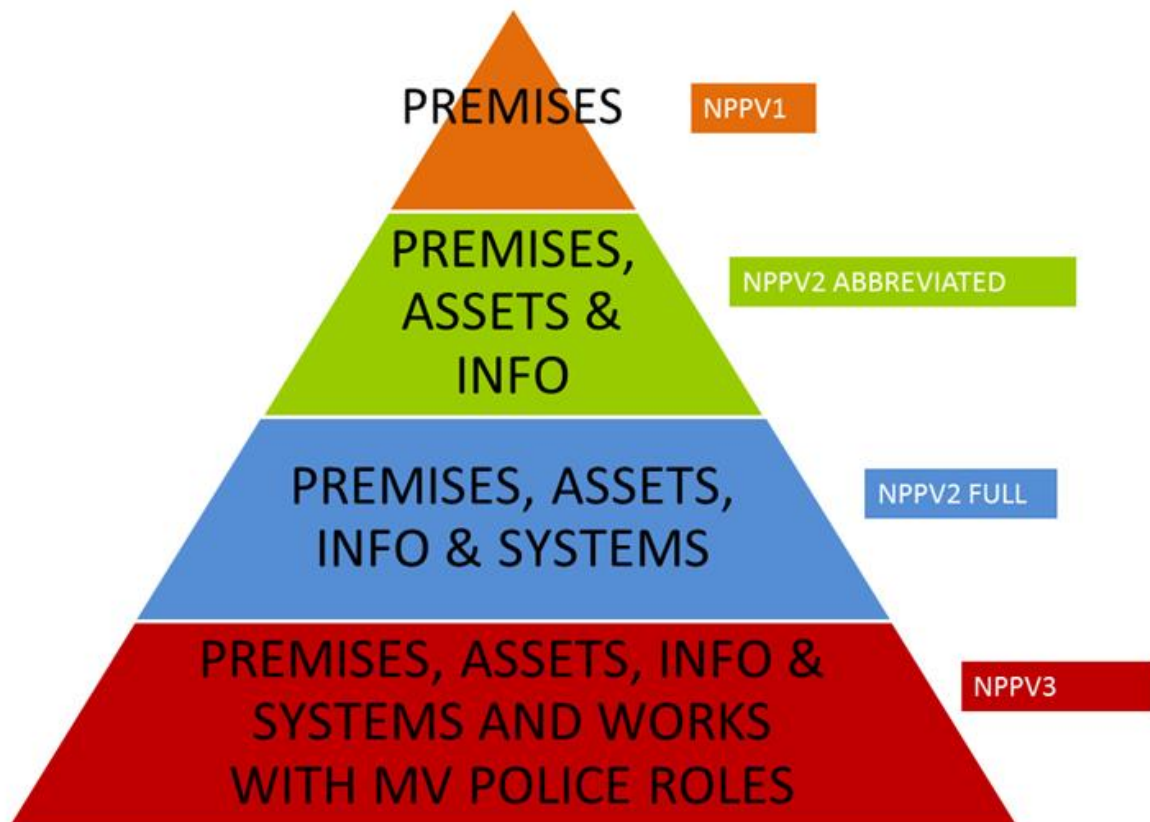
If, as part of an employee's duties, they are asked to supervise young people (under 16s) on work experience, this is considered to be a regulated activity and an enhanced DBS check plus barred list check (children) is required.

Volunteers

For any volunteering roles, NYFRS are entitled to ask for a DBS check to be undertaken, under the Safeguarding Vulnerable Groups Act 2006.

Some roles within NYFRS require NPPV Vetting. Where Vetting is required the level of Vetting will be stated within the Role Profile.

Diagram 1:
The different types of Vetting clearances are;



It is essential that the correct level of DBS check and NPPV clearance is identified against the role to ensure that both the appropriate safeguards are in place and no-one is checked unnecessarily.

4. Process

Safer Recruitment

All job descriptions will clearly state the main duties of the post and the extent of contact / responsibility for children and young people.

All applicants will be asked to complete an online application form. The application form will obtain personal details of the applicant and information relating to education or employment history. All applicants will be asked to disclose convictions as part of their online application. A declaration is made at the point of application to confirm that the information provided on the application form is accurate and correct. Incomplete applications will not be accepted.

All applications will be shortlisted and follow an assessment process. Applications and assessment material will be reviewed by the Talent & Development team to ensure there are no discrepancies.

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The interview / assessment will assess the merits of each candidate against the job description and explore their suitability to work with children/young people/Adults at Risk. The interview panel will consist of at least two panel members. All interview notes will be retained by the Talent & Development Team.

At assessment all applications should provide evidence of their right to work in the UK and their identity. This may include a passport showing the holder is a British citizen or a citizen of the UK. Evidence of identity can include a driving license, full birth certificate and a utility bill. A copy of the documents will be kept in the personal file of successful applicants.

Once a conditional offer has been made, the Talent & Development team will obtain references to support appointment decisions. References will be sought and obtained directly from the referee.

All individuals will require a DBS check prior to starting with NYFRS. The type of DBS check will be role dependent. If an individual is required to start their role before completed DBS check has been received, Talent and Recruitment and the Safeguarding Officer must complete a risk assessment and authorise it. Once completed the risk assessment will be sent to the individuals Line Manager for reference and to oversee the actions within the risk assessment. See Appendix C.

Any refusal by an applicant into service to undertake a DBS check prior to starting with NYFRS could see their offer of employment withdrawn.

In the event of an existing member of staff refusing to undertake to a DBS check this could affect their suitability for certain roles within NYFRS in the future. Staff employed prior to 2018 refusing to undertake a DBS check a risk based assessment will be completed.

Additional to a DBS Check, some job roles will require NPPV.

The Service can withdraw a job offer that was made subject to DBS check if the results show something that would make the applicant unsuitable for the post.

New Starters

Once a conditional offer has been made, a link to the Disclosure Form will be sent from the Talent & Development team to the individual so the form can be completed.

The Talent & Development team will ensure a DBS check is in process at start of Safe to Ride Course for all On Call but will not be required before starting employment.

Movements/Promotions

An existing employee (who started prior 2018) transferring or obtaining promotion to a new post will require a DBS check as listed in Appendix A. NPPV Vetting may also be required depending on the job role, this will be stipulated in the Role Profile.

If an existing employee (who started after 2018) who already has a DBS certificate, the level of that DBS will be checked against the new role profile and a new one may be required. Individuals can use a DBS certificate again when the same type and level of check is required.

If a post requires an Enhanced DBS the service may legally re-check its employees as regularly as is deemed necessary.

Any movement or promotion as a result of a recruitment campaign will be actioned by the Talent & Development team. Any movement outside of a recruitment campaign will be actioned by People Services Helpdesk.

Renewals

NYFRS will require DBS checks to be reviewed every 5 years. The renewal of DBS checks will be actioned by the Capabilities Administration team.

The review of NPPV Vetting timescales vary on the job role. The renewal of NPPV Vetting will be initiated by the Capabilities Administration team and actioned by NYP Vetting team.

At the point of a DBS or NPPV Check being completed, a record of the clearance certificate will be added to Firewatch. A report will be run on a quarterly basis by the Capabilities Administration Team. This will allow time for ensuring any renewals are undertaken in a timely manner with allowance for obtaining I.D documentation and to feed any concerns into the quarterly Safeguarding Compliance Meetings.

In order for a DBS to be processed, identification will need to be verified by a Line Manager/Supervisor. A delay in I.D. Verification could result in a delay in the commencement of employment.

See Appendix E for the process for instigating a DBS check and I.D. Verification

DBS national processing times apply once the applicant has received the confirmation email. Further information is advised on the following link [DBS National.gov Information](#).

The time a check takes is not indicative of information being found to put on the DBS, or problems; only of the workload of the various departments that the DBS needs to go through.

DBS national official response is that applications may remain at any single stage for up to 60 days (8 weeks and 4 days) before they will process a query/escalation.

At 60 days the escalation can be requested by the applicant on the following page: [DBS National.gov Information](#).

If Line Managers have been waiting 60 days, they can contact the appropriate email address to chase. (See Appendix E for the correct email address to use.)

5. Positive Disclosures – New Starters

Once the check is complete, the Disclosure Certificate will be sent out to the applicant.

An email will also be sent to the Talent and Development Team, to make them aware.

The Disclosure Certificate information should only be seen by the authorised person and should only be used for the specific purpose for which it was requested and for which the applicant's consent has been given.

The appointing manager must discuss the matter with the successful candidate. This will inform considerations regarding their suitability for employment, job change or volunteering and so this should be done in conjunction with People Services.

A judgement must be made about suitability for the role, taking into account only those offences which may be relevant to the particular role in question.

The resulting decisions should be clearly recorded and this record retained securely within NYFRS systems.

Having a conviction will not necessarily bar someone from employment with NYFRS. The Service will only take a criminal record into account when the conviction is relevant. Protection of the applicant's rights and interests must be weighed against the rights and interests of employees and the public, including the Service's duties and responsibilities towards these or other groups.

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6. Employees with Positive Disclosures and Re-Checks

Employees have a duty to inform their line manager of any criminal convictions which occur during the course of their employment.

Where existing employees who have not previously completed a DBS check, or due to a change of post require a further DBS check, subsequently receive an adverse disclosure result, the line manager must discuss the matter with the individual in conjunction with People Services.

It should be considered whether the conviction has been declared to the service and whether the conviction is relevant to the post. If the conviction is relevant to the post or not previously declared, then a full investigation should be undertaken.

Subject to the nature of the disclosures and pending the outcome of a full investigation, it may be appropriate to move the employee to an alternative post with no access to children and/or vulnerable groups, property/information/resources etc.

Serious cases may be referred to the NYFRS disciplinary procedure. If the disclosure results are considered to be of a serious nature and proven to be correct, the Line Manager in conjunction with People Services may consider various options including;

- The introduction of safeguards
- Redeployment pending the availability of a suitable vacancy
- Termination of employment

Appendix A
Categorisation of Roles Requiring DBS Checks.

Enhanced DBS (with child and adult barring)
Role
Public Safety Officers
First Responders

Enhanced DBS (with child barring)
Role
Community Safety officers
All officers carrying out Youth Engagement Activities
All operational staff upto Group Manager (who started 2018 onwards and any movements/promotions since 2018
Fire Safety Inspectors

Standard DBS
Role
Control Room Staff (who started 2018 onwards and any movements/promotions since 2018)
All other non operational staff who are not listed above (who started 2018 onwards) and who's roles do not require NPPV vetting

Appendix B

What is Regulated Activity?

Adults;

The definition of 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006 from 10th September 2012.

This document provides information on the scope of Regulated Activity in relation to adults, as defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) and as amended by the Protection of Freedoms Act 2012 (PoFA). The definition of regulated activity for adults identifies any activities provided to any adult which, if any adult requires them, would mean that the adult will be considered vulnerable at that particular time. The SVGA no longer labels adults as 'vulnerable' because of the setting in which the activity is received and because of the personal characteristics or circumstances of the adult receiving the activities.

For example, anyone providing personal care to an adult is in regulated activity irrespective of whether that occurs in a hospital, a care home, a day care centre, a prison or in sheltered housing. There is no longer a requirement for a person to carry out the activities a certain number of times before they are engaging in regulated activity. Any time a person engages in the activities set out below, they are considered to be engaging in regulated activity. There are six categories of people who fall within the new definition of regulated activity and this includes anyone who provides day to day management or supervision of those people. An adult is considered to be a person aged over 18 years of age.

Regulated activity:

1. Providing Health Care

The provision of health care by any health care professional to an adult or, the provision of health care to an adult under the direction or supervision of a health care professional, is regulated activity. A health care professional is a person who is regulated by professional regulators i.e. General Medical Council, General Dental Council. Health care includes all forms of health care provided for adults, whether relating to physical or mental health, and includes palliative care. The provision of psychotherapy and counselling to an adult which is related to health care the adult is receiving from, or under the direction or supervision of, a health care professional, is regulated activity. First Aid, when any person administering the First Aid is doing so on behalf of an organisation established for the purpose of providing first aid (e.g. St John Ambulance Service) this includes First Aid given by Community First Responders.

2. Providing Personal Care

Anyone who provides an adult with physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of the adult's age, illness or disability, is in regulated activity.

Anyone who prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting and supervision, is in regulated activity. Anyone who trains, instructs or provides advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability, is in regulated activity. A volunteer who prepares and serves a meal to an adult in their own home (but does not feed the adult), is not engaging in regulated activity. To be engaged in regulated activity you must provide physical assistance to the person, for example spoon feeding that person, or you must be prompting and supervising (for example, prompting and supervising a person with dementia because, without it, they would not eat), or training or instructing (for example, teaching a person who has suffered a stroke to eat using adapted cutlery).

3. Providing Social Work The activities of regulated social workers in relation to adults who are clients or potential clients are a regulated activity. These activities include assessing or reviewing the need for health or social care services and providing ongoing support to clients.

4. Assistance with general household matters Anyone who provides day to day assistance to an adult because of their age, illness or disability, where that assistance includes at least one of the following, is in regulated activity; managing a person's cash, paying a person's bills, shopping on their behalf.

Illustrative examples: A volunteer who collects a shopping list and the cash to pay for the shopping from older adults' homes, who then does the shopping on their behalf, would be engaging in regulated activity. A befriender who helps a disabled person compile their weekly shopping list is not in regulated activity.

5. Assistance in the conduct of a person's own affairs Anyone who provides assistance in the conduct of an adult's own affairs by virtue of:

- Lasting power of attorney under the Mental Capacity Act 2005
- Enduring power of attorney within the meaning of the Mental Capacity Act 2005
- Being appointed as the adult's deputy under the Mental Capacity Act 2005
- Being an Independent Mental Health Advocate
- Being an Independent Mental Capacity Advocate would be engaging in regulated activity

6. Conveying Any drivers and any assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work, are in regulated activity. Conveying does not include licensed taxi drivers or licensed private hire drivers and does not include trips taken for purposes other than to receive health care, personal care or social work (for example, trips for pleasure are excluded).

Illustrative examples:

A person who volunteers to take an adult to and from their GP appointment on behalf of a community group is in regulated activity, regardless of whether there is a personal relationship • A friend who takes their neighbour to a hospital appointment would not be in regulated activity, as this is a personal relationship.

General points: • Regulated activity continues to exclude any activity carried out in the course of family relationships, and personal, non-commercial relationships. • Personal, non-commercial relationships are arrangements where either no money changes hands, or any money that does change hands is not part of a commercial relationship (for example, gifting a friend money for petrol after they have driven you to the hospital), and the arrangement is made between friends or family friends. • A person whose role includes the day to day management or supervision of any person who is engaging in regulated activity.

Guidance on Regulated Activity in relation to children:

The new definition of regulated activity relating to children comprises only:

- (i) Unsupervised activities: teach, train, instruct, care for, or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.
- (ii) Work for a limited range of establishments ('specified places') with opportunity for contact with children: for example, schools, nurseries, pupil referral units, children centres, children's homes, childcare premises. This definition does not include work by supervised volunteers. NOTE: Work under (i) or (ii) is regulated activity only if carried out by the same person frequently (once a week or more often) or on 4 or more days in a 30 day period or overnight.
- (iii) Relevant personal care, for example washing or dressing or health care by or supervised by professional.
- (iv) Advice or guidance provided for children relating to their physical, emotional or educational well-being if carried out by the same person (once a week or more often) or on 4 or more days in a 30 day period or overnight.
- (v) Driving a vehicle being used only for conveying children carried out by the same person (once a week or more often) or on 4 or more days in a 30 day period
- (vi) Moderating a public electronic interactive communication service

Appendix C
Risk Assessment Form – Pre DBS check

This form is to only be used where the Talent and Recruitment Manager wishes to consider an individual commencing work with prior to the receipt of a valid, satisfactory DBS check.

The form should be completed by Talent and Recruitment and authorised by a Talent and Recruitment Manager and NYFRS Safeguarding Officer. Completed risk assessment will be sent to the individuals Line Manager for reference and to oversee the actions within the risk assessment. The form will then be retained on the employee’s file.

The form should not be used as an alternative to submitting a DBS form.

Name of Applicant	
Date of Birth of Applicant	
Date of commencement in post	
Post recruited to	
Date completed DBS application form submitted for checking	
Pre-employment checks	
Have all breaks in employment been satisfactorily explained by the candidate?	
Proof of I.D – have original documents been seen, checked and copied?	
Right to work – have original documents been seen, checked and copied?	
Have satisfactory references been received, including one from the last employer?	
Does one reference relate to working with the relevant client group, e.g. children, young people or vulnerable adults if applicable.	
Safeguarding Checks	
Has the candidate disclosed any previous convictions/cautions?	
If so, have these been satisfactorily explained?	
Do these pose a risk to the safety of children/young people or vulnerable adults?	
Do the duties of the post require unsupervised access with children/young people or vulnerable adults?	
If so, are there duties which can be performed without direct contact with	

children/young people or vulnerable adults?	
In the course of such duties can the employee be observed or supervised by another?	

Please state reasons to support the individual commencing employment prior to a DBS check being received;

Confirmation has been considered into the risk to children/young people or vulnerable adults of allowing this person to be employed prior to receipt of a satisfactory DBS check. We are willing for them to commence employment subject to any conditions outlined above.

Signed: T&R and Safeguarding Officer

Name:

Job Title:

Date:

Authorisation by Area Manager Director. (in line with the department of the individual)

I have considered the content of this Risk Assessment and give approval for the candidate to commence employment with any relevant restrictions/safeguards as outlined by T&R and Safeguarding Officer.

:

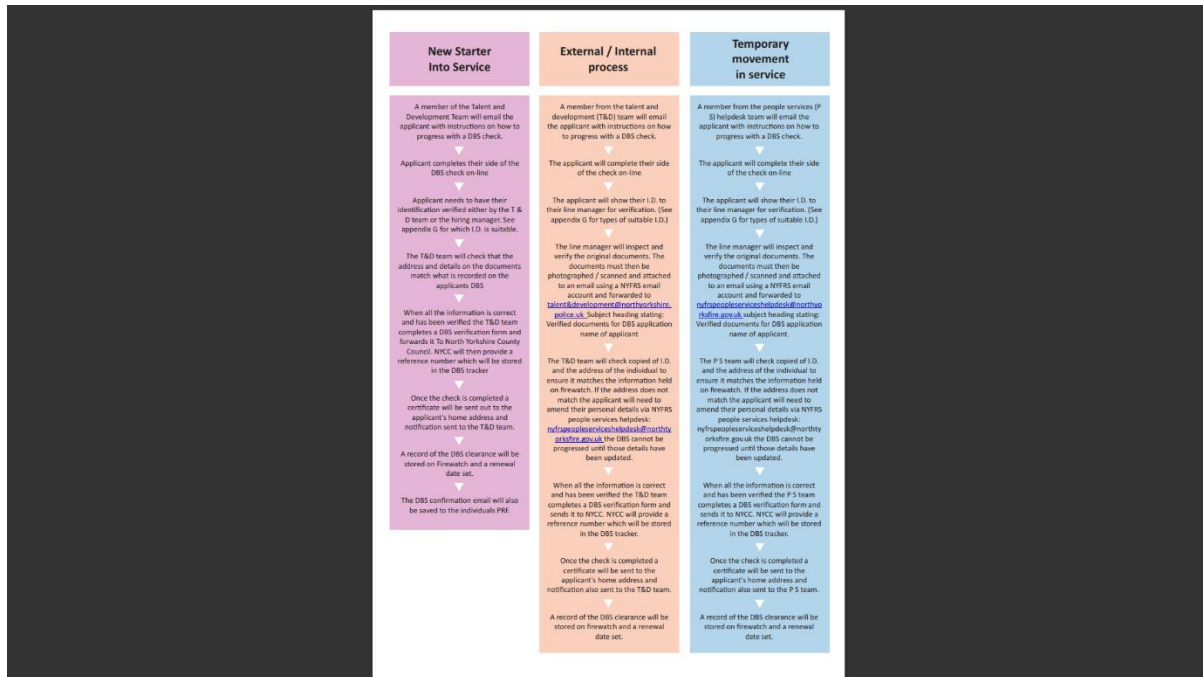
Signed:

Name:

Date:

Appendix D

DBS Process Procedures



DBS Renewals Process

- 1.Capabilities Admin Team monitor the renewals of DBS by running quarterly reports. Individuals whose DBS is due to expire within 6 months will be contacted by a member of the Capabilities Admin Team by the generic email address; DBS@northyorksfire.gov.uk The email will include the date the DBS will expire and instructions with a link to reapply.
- 2.The applicant will complete their side of the check on – line
- 3.The applicant will show their I.D. to their line manager for verification (see Appendix E for types of suitable I.D.)
- 4.The line manager will inspect and verify the original I.D. documents and sign the Verification Form. The original I.D. documents must be scanned and attached to an email and the Verification Form completed and attached using a NYFRS email account and forwarded to DBS@northyorksfire.gov.uk. subject heading stating: Verified Documents for DBS Application. Name of applicant.
- 5.The Capabilities Admin Team will check copies of I.D. and the address of the individual to ensure it matches the information held on Firewatch. If the address does not match the applicant will need to amend their personal details by completing form – PEOPLE SERVICES – Change of personal details form. The DBS cannot be progressed until those details have been updated.
- 6.When all the information is correct and has been verified the Capabilities Admin Team will complete the rest of the verification form and send it to NYCC. NYCC will provide a reference number which will be stored in the DBS tracker.
- 7.Once the check is completed a certificate will be sent to the applicant's home address and a confirmation email also sent to the Capabilities Admin Team via the DBS inbox.
- 8.A record of the DBS clearance will be stored on Firewatch and on the DBS Tracker and a renewal date set.
- 9.The DBS confirmation email will also be sent to NYFRSPeopleServicesHelpdesk@northyorksfire.gov.uk so it can be saved to the individuals PRF.

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Vetting Renewal Process

1. Capabilities Admin Team monitor the renewals of staff Vetting by running quarterly reports. Individuals whose Vetting is due to expire within 6 months will be contacted by a member of the Capabilities Admin Team by the generic email address; DBS@northyorksfire.gov.uk The email will include the date the Vetting is due to expire and further instructions.
2. The applicant will show their I.D. to their line manager for verification, either via Teams or in person (see Appendix E for types of suitable I.D.)
3. The line manager will complete the I.D. Verification Form
4. The original I.D. documents must be scanned and attached to an email, as well as the Verification Form and a passport style photo. Using a NYFRS email account this must then be forward to DBS@northyorksfire.gov.uk subject heading stating: Verified Documents for Vetting Application. Name of applicant.
5. The Capabilities Admin Team can check all paperwork has been filled in correctly and complete the Request to Vet form, all of this this will then be sent to vetting@northyorkshire.police.uk
6. A record of when the Vetting request was submitted will be added to the DBS tracker.
7. The applicant will receive an email from Vetting including a link and a password to a vetting form which they will need to fill in. This will expire in 10 days, so it is essential that it is completed as soon as possible.
8. Once the check is complete a confirmation certificate will be sent to the individual and a notification will be sent to DBS@northyorksfire.gov.uk
9. A record of the clearance will be stored on Firewatch and on the DBS/Vetting Tracker and a renewal date set.
10. The Vetting confirmation email will also be sent to NYFRSPeopleServicesHelpdesk@northyorksfire.gov.uk so it can be saved to the individuals PRF.

Appendix E

Types of Identification Documents

North Yorkshire Fire and Rescue Service Acceptable forms of Identification DBS Checks		
Group 1: Primary ID Documents	Group 2a: Trusted government documents	Group 2b: Financial and social history documents
Current Signed Passport. Any Current and Valid Pasport	Current driving licence photocard - (full or provisional)- All countries outside the UK (excluding Isle of Man and Channel Islands)	Mortgage Statement- UK- Issued in the last 12 months
Biometric Residence Permit- UK	Current driving licence (full or provisional) - paper version (if issued before 1998)- UK, Isle of Man, and Channel Islands	Bank or building society statement- UK and Channel Islands- Issued in the last 3 months
Current Driving licence photocard- (full or provisional)- UK, Isle of Man, and Channel Islands. From 8 th June 2015, the paper counterpart to the photocard driving licence will no longer be issued by DVLA.	Birth certificate - issued after time of birth- UK, Isle of Man, and Channel Islands	Bank or building society statement- Countries outside of the UK- Issued in last 3 months- branch must be in the country where the applicant lives and works
Birth certificate - issued within 12 months of birth- UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces	Marriage/civil partnership certificate- UK and Channel Islands	Bank or building society account opening confirmation letter- UK- Issued in last 3 months
Adoption Certificate UK and Channel Islands	Immigration document, visa, or work permit- Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based	Credit Card Statement- UK- Issued in the last 3 months
	HM Forces ID card- UK	Financial Statement, for example pension or endowment- UK- Issued in last 12 months
	Firearms Licence- UK, Isle of Man, and Channel Islands	P45 or P60 Statement- UK and Channel Islands- Issued in last 12 months

ID Required		
Route One	Route Two	Route Three
<p>The applicant must be able to show:</p> <ul style="list-style-type: none"> one document from Group 1, below two further documents from either Group 1, or Group 2a, or 2b, below <p>At least one of the documents must show the applicant's current address.</p> <p>If the applicant isn't a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can't show these documents.</p>	<p>Route 2 can only be used if it's impossible to process the application through Route 1.</p> <p>If the applicant isn't a national of the UK and is applying for voluntary work they can't use Route 2.</p> <p>If the applicant doesn't have any of the documents in Group 1, then they must be able to show:</p> <ul style="list-style-type: none"> one document from Group 2a two further documents from either Group 2a or 2b <p>At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.</p>	<p>Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.</p> <p>For Route 3, the applicant must be able to show:</p> <ul style="list-style-type: none"> a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands) one document from Group 2a three further documents from Group 2a or 2b <p>At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.</p>

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		Council Tax statement - UK and Channel Islands- Issued in last 12 months
		Utility bill - UK - not mobile telephone bill- Issued in last 3 months
		Benefit statement, for example Child Benefit, pension - UK Issued in last 3 months
		Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC - UK and Channel Islands- Issued in last 3 months
		EEA National ID card - Must still be valid
		Irish Passport Card - Cannot be used with an Irish passport- Must still be valid

Further information on ID checking can be found at:

[ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/id-checking-guidelines-for-standard/enhanced-dbs-check-applications-from-1-july-2021)

Appendix F

Rehabilitation Periods

Under the Rehabilitation of Offenders Act 1974 (ROA), eligible convictions or cautions become 'spent' after a specified period of time, known as the 'rehabilitation period'.

The rehabilitation periods depend on:

- the sentence given or disposal administered as a result of a conviction
- the age of the individual on the date they are convicted

The table below shows the rehabilitation periods for the most common sentences and disposals.

Sentence or disposal	Rehabilitation period if aged 18 or over when convicted or disposal administered	Rehabilitation period if aged under 18 when convicted or disposal administered
<ul style="list-style-type: none">• Sentence of imprisonment for life• Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years• Sentence of preventive detention• Sentence of detention at His Majesty's pleasure• Sentence of custody for life• Public protection sentences* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders)	These sentences are excluded from rehabilitation and so will always be disclosed	These sentences are excluded from rehabilitation and so will always be disclosed
<p>*A public protection sentence (the provisions for which are set out in</p>		

Please note this is the website version of this document. If you are a member of NYFRS staff please use the intranet version. Date of upload 17/05/2023.

Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specified sexual and violent offences.

A custodial sentence of over 2 years 6 months but not exceeding 4 years

7 years from the date on which the sentence (including any licence period) is completed

3 years 6 months from the date on which the sentence (including any licence period) is completed

A custodial sentence of over 6 months but not exceeding 2 years 6 months*

4 years from the date on which the sentence (including any licence period) is completed

2 years from the date on which the sentence (including any licence period) is completed

A custodial sentence of up to 6 months*

2 years from the date on which the sentence (including any licence period) is completed

1 year 6 months from the date on which the sentence (including any licence period) is completed

A sentence of service detention

1 year from the date on which the sentence was completed

6 months from the date on which the sentence was completed

Dismissal from His Majesty's service

1 year from the date of conviction

6 months from the date of conviction

Fine	1 year from the date of the conviction in respect of which the fine was imposed	6 months from the date of the conviction in respect of which the fine was imposed
Community order or youth rehabilitation order	1 year from the last day on which the order has effect	6 months from the last day on which the order has effect
Driving endorsements	5 years from the date of conviction	2 years 6 months from the date of conviction
Driving disqualification	When the period of the disqualification has passed	When the period of the disqualification has passed
Simple caution, youth caution	Spent immediately	Spent immediately
Conditional caution, youth conditional caution	3 months or when caution ceases to have effect if earlier	3 months or when caution ceases to have effect if earlier
Compensation order	On discharge of the order (i.e. when it is paid in full). Proof of payment will be required	On discharge of the order (i.e. when it is paid in full). Proof of payment will be required

Absolute discharge

Spent immediately

Spent immediately

Relevant orders** (orders that impose a disqualification, disability, prohibition or other penalty)

The end date given by the order or, if no date given, 2 years from the date of conviction - unless the order states 'unlimited', 'indefinitely' or 'until further order' as in these cases it will remain unspent

The end date given by the order or, if no date given, 2 years from the date of conviction - unless the order states 'unlimited', 'indefinitely' or 'until further order' as in these cases it will remain unspent

Useful Links

Useful Links to Guidance and Policies, both Internally and Externally

[NFCC_Safeguarding.pdf \(nationalfirechiefs.org.uk\)](#)

[Document text here \(nationalfirechiefs.org.uk\)](#)

[Code of Ethics - Fire Standards Board](#)

[Core Code of Ethics for Fire and Rescue Services \(sharepoint.com\)](#)

[About us - Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](#)

[Equality Policy.docx \(sharepoint.com\)](#)

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](#)

[Rehabilitation Periods - GOV.UK \(www.gov.uk\)](#)

[Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](#)

[Protection of Freedoms Act 2012 \(legislation.gov.uk\)](#)