



FULL BADGE DECLARATION FORM

APPLICANT TO WORK WITH CHILDREN/VULNERABLE ADULTS ON WORCESTERSHIRE COUNTY COUNCIL (WCC) TRANSPORT CONTRACT

<p>Applicant details</p> <p>Applicant title Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/></p> <p>Applicant's name</p> <p>Date of birth</p> <p>Name of Operator</p> <p>Date applicant started</p>	<p>Previous Operator details</p> <p>Operator name</p> <p>Date left</p> <p><u>Office use only</u></p> <p>Old badge number</p> <p>Old badge returned? Yes <input type="checkbox"/> Requested <input type="checkbox"/></p>
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<p>Post title</p> <p>Driver (drives company vehicle) <input type="checkbox"/></p> <p>Driver (Owner Driver - drives own vehicle) <input type="checkbox"/></p> <p>Passenger Assistant <input type="checkbox"/></p> <p>Driver & Passenger Assistant <input type="checkbox"/></p> <p>Volunteer? No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p>Declaration of positive disclosure risk</p> <p>Are there any current police investigations involving the Applicant? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have any criminal offences occurred since any listed in the current disclosure * including all unspent and unfiltered ¹ convictions, cautions, reprimands and warnings? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>¹ For information regarding filtering of convictions see https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates</p>
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<p><u>Office use only</u></p> <p>Any offences of concern on current disclosure? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p><u>Barred lists checked</u></p> <p>Barred List (Children) <input type="checkbox"/></p> <p>Barred List (Adults) <input type="checkbox"/></p>	<p>Current DBS Enhanced Disclosure *</p> <p>Disclosure number</p> <p>Date of issue</p> <p>Have you seen the disclosure? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Subscribed to DBS Update Service? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><u>Office use only</u></p> <p>New badge number</p> <p>Issue date</p> <p>Expiry date</p>	

Applicant Declaration

- I will not commence work on any WCC transport contract prior to clearance by WCC and receipt of a Badge
- I have declared to WCC all incidents where there has been a Police investigation
- I understand that failure to disclose any future incident involving myself where there is a Police investigation may affect my employment on WCC contracts
- I understand that new information appearing on a future disclosure will result in WCC re-assessing my suitability to work on WCC contracts

Signature of Applicant Date

Operator Declaration

- The Applicant will not commence work on any WCC transport contract prior to clearance by WCC and receipt of a Badge
- All incidents where there has been a Police investigation have been declared to WCC
- WCC will be made aware of any future incident involving the Applicant where there is a Police investigation; failure to disclose such incidents may affect the Applicant's employment on WCC contracts
- I understand that new information appearing on a future disclosure will result in WCC re-assessing the suitability of the Applicant to work on WCC contracts
- (If driver) I have checked the applicant has the necessary driver licence/s for the vehicles they will be driving

Signature of Operator Date

Office use only

Full badge New disclosure required RA required Full Badge Declaration Form (E&I) v32

RA required pending new disclosure

Signed on behalf of WCC Date



FULL BADGE DECLARATION FORM

APPLICANT TO WORK WITH CHILDREN/VULNERABLE ADULTS ON WORCESTERSHIRE COUNTY COUNCIL (WCC) TRANSPORT CONTRACT

All staff working on transport contracts involving Regulated Activities must obtain DBS Enhanced Disclosures with Children's and Adults' Barred Lists, checked at least every 3 years². As the work involves working with children, other vulnerable groups or in a position of trust, it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. The organisation will check with the Disclosure and Barring Service (DBS) to see if the applicant has any criminal convictions. However, Worcestershire County Council (WCC) does reserve the right to assess individual applications on an individual basis.

WCC will issue an ID badge with an expiry date and operator's name to show that the holder is compliant. WCC does not accept ID badges issued by other authorities such as a taxi badge as meeting this requirement.

WCC allows for external portability of a DBS Enhanced Disclosure checked against both the Children's and Adults' Barred Lists. If the applicant does not subscribe to the [DBS Update Service](#),² only disclosures issued by WCC or Worcestershire Regulatory Services, and which were issued no more than 3 months ago prior to the application for a WCC ID badge, are acceptable as a basis for ID badges or risk assessments.

If the disclosure contains any content of a serious nature or shows a pattern of offending behaviour, the applicant's request for badging is put forward for formal Risk Assessment.

The applicant must declare if they are involved in any current police investigations or if they have committed any criminal offences since those listed in their current disclosure including all unspent and unfiltered¹ convictions, cautions, reprimands and warnings. If there have been any such changes since those listed in the applicant's current disclosure, a new DBS check is required.

Risk Assessment

Completion of the following forms is required for Risk Assessment:

- Personal Statement – full explanation of the circumstances surrounding the positive content of the disclosure
- Two Previous Employer References
- Alternatively, one Previous Employer Reference and one Character/Personal Reference from an individual who has personally known the applicant for some considerable time
- Employment History

Forms for Risk Assessment are available on the WCC web page [Passenger Transport ID badges](#); other supporting documentation will also be considered. It may also be necessary for WCC to interview the applicant.

DBS Update Service²

The Council strongly recommends that all Applicants join the [DBS Update Service](#) as in most cases this will facilitate ID badge renewal without the need for a new DBS check. The Applicant can join the Update Service at the same time as applying for their next DBS check, using the Reference Number of their application. The link to register for the Update Service is [Subscribe to DBS Update Service](#). Alternatively, Applicants can wait and register their certificate within 30 days of date of issue of the certificate. The new disclosure must be kept for future reference.

The DBS Helpline telephone number is 0300 0200 190.

¹ For information regarding filtering of convictions please see <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

² DBS Enhanced Disclosures issued more than 3 months ago, or undertaken through a Registered Body other than WCC or Worcestershire Regulatory Services, are acceptable only if the Applicant currently subscribes to the [DBS Update Service](#) and a subsequent status check shows no changes since issue of the disclosure. If a status check reveals any changes, another DBS check will be required.