



## DBS Clearances

### Documentation Required at Interview

#### Information for Job Applicants - Safeguarding of Vulnerable Groups, including Children

This information applies to individuals applying for positions, including volunteers, within Cidari Education Limited or any of its academies. If the post for which you are applying involves Regulated Activity concerning vulnerable groups, including children, please read the following carefully:

1. **Rehabilitation of Offenders Act 1974:** Exemption Orders under this act require you to disclose all convictions or cautions on your application form. This is mandatory.
2. **Disclosure & Barring Service (DBS) Scheme:** We need to verify that you are not barred from working or having contact with vulnerable groups, including children. This will be checked through an Enhanced DBS check for Regulated Activity, which we will arrange.
3. **Barred Status:** If you are barred from working with children or vulnerable groups, we cannot legally employ you for this post. Applying while barred is an offence.
4. **Criminal Record:** If you are not barred, a criminal record does not automatically disqualify you from employment. However, you may need to meet with a Cidari Education Limited officer.
5. **Confidentiality:** All information provided by you and your DBS Disclosure will be kept secure and only accessible to those involved in the hiring process. This information will be destroyed after use. We comply with the DBS Code of Conduct regarding the storage and security of disclosure information. A copy of our policy is available upon request.

#### ID Documentation Routes

##### Route 1

The applicant must provide:

- One document from Group 1 (see below)
- Two additional documents from Group 1, Group 2a, or Group 2b

At least one document must show the applicant's current address.

##### Route 2

If the applicant cannot provide any documents from Group 1, they must provide:

- One document from Group 2a
- Two additional documents from Group 2a or Group 2b

At least one document must show the applicant's current address. The organisation conducting the ID check must also use an appropriate external ID validation service to verify the application.

##### Route 3

Route 3 is only applicable if it's impossible to process the application through Routes 1 or 2. The applicant must provide:



- A birth certificate issued after the time of birth (UK and Channel Islands)
- One document from Group 2a
- Three additional documents from Group 2a or Group 2b

At least one document must show the applicant's current address.

#### **Group 1 Documents**

- Passport (current and valid)
- UK Driving Licence (Full or Provisional - England, Wales, Scotland, Northern Ireland, Isle of Man)
- Biometric Residence Permit (UK)

#### **Group 2a Documents**

- Current UK Driving Licence (old style paper version)
- Birth Certificate (issued at the time of birth)
- Marriage/Civil Partnership Certificate

#### **Group 2b Documents**

- Bank/Building Society Statement (issued in the last 3 months)
- Utility Bill (issued in the last 3 months)
- Council Tax Statement (issued in the last 12 months)

For further details on acceptable documents and routes, please refer to the attached list or contact our HR department.