



FULL BADGE DECLARATION FORM

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

Applicant details

Applicant title Mr Miss Ms Mrs

Applicant's name

Date of birth

Name of Operator

Date applicant started

Previous Operator details

Operator name

Date left

Office use only

Old badge number

Old badge returned? Yes Requested

Post title

Driver (drives company vehicle)

Driver (Owner Driver
- drives own vehicle)

Passenger Assistant

Driver & Passenger Assistant

Volunteer? No Yes

Declaration of positive disclosure risk

Are there any current police investigations involving the Applicant? Yes No

Have any criminal offences occurred since any listed in the current disclosure * including all unspent and unfiltered ¹ convictions, cautions, reprimands and warnings?

Yes No

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

Office use only

Any offences of concern on current disclosure? No Yes

Barred lists checked

Barred List (Children)

Barred List (Adults)

Office use only

New badge number

Issue date

Expiry date

Current DBS Enhanced Disclosure *

Disclosure number

Date of issue

Have you seen the disclosure? Yes No

Subscribed to DBS Update Service? Yes No

Applicant Declaration

- 1) I will not commence work on any WCC transport contract prior to clearance by WCC and receipt of a Badge
- 2) I have declared to WCC all incidents where there has been a Police investigation
- 3) I understand that failure to disclose any future incident involving myself where there is a Police investigation may affect my employment on WCC contracts
- 4) 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

- 1) The Applicant will not commence work on any WCC transport contract prior to clearance by WCC and receipt of a Badge
- 2) All incidents where there has been a Police investigation have been declared to WCC
- 3) 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
- 4) 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
- 5) (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) v34

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 recent Previous Employer References
- Employment History (at least 5 years)

Forms for Risk Assessment are available on 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 the 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.