Application to participate in the Physio First Vetting & Barring Scheme

I ‡..... **working under name of** ..... **and Physio First member number** ..... **hereby request to participate in the Physio First Vetting & Barring Scheme.** (‡ Insert your Formal Name here e.g. as on your Income Tax documents)

In doing so I understand that if I work in England or Wales I will be required to apply for a Disclosure and Barring Service Enhanced Disclosure costing £68.70 *(incl.VAT)* using digital identity, or £89.10 *(incl.VAT)* if I post my documents and have a video verification call with DDC.

If I work in Scotland, I will be required to join the Level 2 PVG Scheme costing £83.00 (incl.VAT) or, if I am already an existing Level 2 PVG Scheme member, present the latest PVG Scheme Record and apply for a Level 2 PVG (Existing) member at a cost of £42.00 (incl.VAT).

If I work in Northern Ireland, I will be required to apply for an Enhanced AccessNI check at a cost of £56.00 *(incl. VAT)*

I have read Physio First's policies relating to this *(printed overleaf)*.

As a participant in the scheme I agree to:-

- Maintain my Membership of Physio First.
- Allow my name details to be displayed on the publicly available DDC website for external organisations to confirm my membership to the Scheme*. ***By lapsing or cancelling membership of Physio First you do not comply with the condition of use of this service & you will be removed from the DDC website**
- Notify Physio First in the event that I am charged with any criminal offence subsequent to joining the Vetting & Barring Scheme.
- Notify Physio First in the event that I am the subject of any report made to Disclosure Scotland or the Disclosure and Barring Service and submitted after the date of my joining the Scheme.
- Co-operate fully in Physio First's process for evaluating the seriousness and relevance of any information shown on the Disclosure or PVG Scheme Record.
- Permit Physio First to retain on file any relevant information about me needed to operate the scheme and any information that may be required to assess my suitability to participate in it, subject to such information being known to me and accessible by me.
- Re-new my membership of the scheme every '36' months or sooner at the specific request of Physio First.

I **do / do not**** have any unspent or spent criminal convictions.

My name does / does not** appear on any government held list of persons deemed unsuitable to work with children or vulnerable adults.

**** Please delete where applicable**. If you prefer you may leave these questions unanswered on this form and send your response under separate cover marked "Confidential" to: Donna Partoon, Physio First, Victory House, 400 Pavilion Drive, Northampton Business Park, Northampton, NN4 7PA

PLEASE ENCLOSE THIS FORM WHEN RETURNING THE DISCLOSURE APPLICATION FORM TO DDC

Signed.....

Name.....Date.....

(Formal Name)

Address.....

FOR OFFICE USE ONLY Disclosure Number Issue Date

DBS Disclosures may contain sensitive information. Physio First is required by law to to ensure that any such information revealed, either by the applicant or in the Disclosure, is used fairly and kept confidential. To this end the following policies have been agreed by Physio First Executive Committee:-

Physio First Policy on the Recruitment of Ex-offenders into the DBS Vetting Scheme

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Physio First complies fully with the DBS Code of Practice and undertakes to treat all applicants to the scheme fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Physio First is committed to the fair treatment of members and potential members or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We have a written policy on the acceptance of ex-offenders, which is made available to all applicants to the scheme at the outset of the application process. We actively promote equality of opportunity for all with the right mix of talent, skills, qualifications and potential and welcome applications from a wide range of prospective members, including those with criminal records. We consider all candidates for membership based on their skills, qualifications, and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the role concerned. For those positions where a Disclosure is required, all application forms, advertisements and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered membership.

Where a Disclosure is to form part of the vetting process, we encourage all applicants to provide details of their criminal record at an early stage in the process. We request that this information is sent under separate, confidential, cover to a designated person within Physio First and we guarantee that this information is only seen by those who need to see it as part of the vetting process.

Unless the nature of the position allows Physio First to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to:

- Withdrawal of membership of Physio First
- Refusal to include the name of the member on the Scheme Database which in turn could lead to the inability to work e.g. as a BUPA panel member and therefore a refusal to be allowed to treat BUPA insured patients.
- Reporting of the offence to the CSP and/ or HCPC

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or endorsement.

Having a criminal record will not necessarily bar you from participating in the scheme. This will depend on the circumstances and background of your offences.

Physio First Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

General Principles - As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Physio First complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with it's obligations under the Data Protection Act and other relevant legislation pertaining to handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters which is available to those who wish to see it on request.

Storage & Access - Disclosure information is never kept on an individuals membership file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling - In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage - Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention - Once a recruitment (or other relevant) decision has been made the Disclosure information will not be retained any longer than is necessary. The Registered Body (DDC) copy of the Disclosure document will be held by DDC for a period of six months to allow for the consideration and resolution of any disputes or complaints. Where a participant with a criminal record is accepted into the scheme Physio First will retain information pertaining to the decision to accept that individual in order to support the decision should it become necessary at some subsequent time.

Disposal - Once the retention period has elapsed we will ensure that any Disclosure information is suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of the Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the decision taken based on it's content.