



To the Operator: after completion, please give a copy of this form to the Applicant

FULL BADGE DECLARATION FORM

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

<p>Applicant / Operator details</p> <p>Applicant name</p> <p>Date of Birth</p> <p>Operator name</p> <p>Date applicant started</p>	<p>Previous Operator details</p> <p>Operator name</p> <p>Date left</p> <p>Not applicable <input type="checkbox"/></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>
<p>Post title</p> <p>Driver <input type="checkbox"/></p> <p>Passenger Assistant <input type="checkbox"/></p> <p>Driver/Passenger Assistant <input type="checkbox"/></p>	<p>Driver holding a local authority Private Hire, Taxi Licence or Badge</p> <p>District</p> <p>Licence Number</p> <p>Expiry date</p>
<p>Level of supervision</p> <p>Applicant will be working on their own <input type="checkbox"/></p> <p>Applicant will be working with another badged employee <input type="checkbox"/></p>	<p>Declaration of positive disclosure risk</p> <p>Are there any current police investigations involving the Applicant? ¹ 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 ² convictions, cautions, reprimands and warnings? ¹ Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>¹ If Yes, please provide details on reverse of this form</p> <p>² For information regarding filtering of convictions please see https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates</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"/> N/A <input type="checkbox"/></p>	<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><u>Office use only</u></p> <p>New badge number</p> <p>Issue date</p> <p>Expiry date</p>
<p>Applicant Declaration</p> <p>1) I will not commence work on any WCC transport contract prior to clearance by WCC and receipt of a Badge</p> <p>2) I have declared to WCC all incidents where there has been a Police investigation</p> <p>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</p> <p>4) I understand that new information appearing on a future disclosure will result in WCC re-assessing my suitability to work on WCC contracts</p> <p>Signature of Applicant Date</p>	
<p>Operator Declaration</p> <p>1) The Applicant will not commence work on any WCC transport contract prior to clearance by WCC and receipt of a Badge</p> <p>2) All incidents where there has been a Police investigation have been declared to WCC</p> <p>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</p> <p>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</p> <p>Signature of Operator Date</p>	
<p><u>Office use only</u></p> <p>Full badge <input type="checkbox"/> New disclosure required <input type="checkbox"/> RA required <input type="checkbox"/> RA required pending new disclosure <input type="checkbox"/></p> <p>Signed on behalf of WCC Date</p> <p style="text-align: right;">Full Badge Declaration Form (BEC) v21</p>	



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WCC ID Badging guidelines

All staff working on transport contracts involving Regulated Activities must obtain DBS Enhanced Disclosures with Children and Adults Barred Lists checked at least every 3 years. WCC will issue an ID badge with an expiry date and Operator's name to show that the holder is compliant. The Council 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 Childrens and Adults Barred Lists issued by Worcester Regulatory Services or another Local Government Authority as the basis for ID badges and Risk Assessment. This is a dispensation that the County Council has granted to transport operators and is subject to ongoing review. The disclosure should be issued no more than 3 months prior to the date of application for ID from WCC and include a check of Children Barred List and Adults Barred Lists.

If the applicant's current DBS Enhanced Disclosure was issued more than 3 months prior to the date of application for ID from WCC, another DBS check will be required.

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 unfiltered ¹ 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.

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

Risk Assessment

Completion of the following forms is required for Risk Assessment:

- Personal Statement – explaining the circumstances surrounding the positive content of the disclosure
- Previous Employer Reference
- Character/Personal Reference – from an individual who has personally known the Applicant for some considerable time

Forms for Risk Assessment are sent to the Operator for completion by the Applicant; other supporting documentation will also be considered. Please be advised that it may also be necessary for WCC to interview the Applicant.

DBS Update Service

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 disclosure. The Applicant can join the Update Service at the same time as applying for their next DBS check, using the Form Reference Number of their application form. Alternatively, Applicants can wait and register their certificate within 19 days of receipt. The new disclosure must be kept for future reference. The website address for the Update Service is <https://www.gov.uk/dbs-update-service>

The DBS Helpline telephone number is 0870 90 90 811.