

**Information to send to Essex County Council
Regarding staff working on Transport Contracts**

Please read carefully the following:-

A DBS check provides a snap-shot of the information known about an individual at the time they apply for a self-disclosure, your safe recruitment should include but not be limited to:-

- Employers must authenticate the certificate has been correctly issued and is the most extensive check available and less than 3 years old and carried out for the correct workforce and role.
- A self-disclosure declaration (stating that there is no change to the individual's record since the DBS certificate was issued)
- At least 2 references to include previous employer must be taken up.
- Read the guidance on page 4 regarding DBS checks where there are convictions etc.

The highest standards of integrity are essential to the commercial success and reputation of all operators and in turn Essex County Council exercises a duty of care and retains key duty to safeguard under Children Act 1989 s47/27-Children Act 2004 s10/11/13 and Education Act 2002 s175.

In the event of a **breach of safeguarding** The Integrated Passenger Transport Team **may terminate specific or all** contracts held by an Operator.

Please complete this three page form - scan and return by email to:

passenger.transport@essex.gov.uk

ALL FIELDS ARE MANDATORY

SURNAME

FIRST NAME/S

ADDRESS

DATE OF BIRTH

NATIONAL INSURANCE NUMBER

Disclosure certificate number: _____

Does this DBS check have convictions/cautions or police information on it Yes No

Disclosure result issue date: ____/____/____

Registered for Update Service: **Yes** **No**

Job Role (please circle): **Driver** **Driver/PA** **Passenger Assistant**

PERSONAL DECLARATION

The position for which you are applying involves contact with children or vulnerable adults and is exempt from the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 and all subsequent amendments (England and Wales).

For these positions you are **not** entitled to withhold information about police cautions, “bind-over” or any criminal convictions including any that would otherwise be considered “spent” under the Act.

Have you been convicted of any offence or ‘bound-over’ or given a caution since the date of your last Enhanced Disclosure YES/NO Have you been unemployed for a continuous period of 90 days or more since the date of your last disclosure? YES/NO
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I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by Disclosure Barring Service the Secretary of State or a regulatory body.

I understand that to knowingly give false information or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed _____ Date ____/____/____ Print Name _____

TRANSPORT OPERATOR DECLARATION

I declare that there is no information or reason that might cast doubt on this person's suitability to work with children and/or vulnerable adults in a position of regulated activity known at this time.

I also confirm that all references our company asked for have been received and recorded, and checks will be made on at least a yearly basis with the DVLA where this badge is for a person who will be driving.

I can confirm that the applicant has not been unemployed for a continuous period of 90 days or more or, if the applicant has been unemployed for 90 days or more, then I confirm that we have discussed the reasons for this with the applicant and we have taken up further reference to cover this break in employment.

I undertake to ensure that all records pertaining to the safe recruitment of this member of staff to carry out ECC contracts will be kept of file and understand that these documents may be requested for viewing by ECC staff as part of the monitoring process.

Signed _____

Date ____/____/____

Print Name _____

Position Held

Company Name _____

**Information regarding declaration forms where there are
Convictions – Cautions – Reprimands – Warnings**

The Integrated Passenger Transport Team will assist operators to achieve a **Balanced Approach** regarding their staff recruitment where there is an enhanced Disclosure Barring Service (DBS) check which has information of **Convictions, Cautions, Reprimands and Warnings**.

These checks must be issued by Essex County Council or other recognised regulatory bodies and all government guidelines, laws and statutes must be followed. Click this [link](#) which may assist you in your safe recruitment decision, this website outlines government legislation and employer obligations.

- The form above must be completed and the declarations must be duly signed by both the applicant and a Director/Senior Manager or an authorised employee on behalf of the Operator.

All forms to be scanned and emailed to passenger.transport@essex.gov.uk and marked in the subject heading **BADGE INFORMATION**

We stress the Council reserves the right to refuse to allow a member of your staff to work on ECC contracted services if it is considered that safeguarding is at risk.

Once you have produced a badge, the badge must be worn at all times whilst working on our contracts and must be available for inspection on request.

All recruitment paperwork must be safely filed and may be requested to be viewed by ECC staff as part of ECC overarching responsibility to monitor and safeguard.

In the event of a breach of safeguarding, The Passenger Transport Team may terminate **specific or all** contracts held by an Operator.

If you have any queries about this process, please do not hesitate to contact:-

Integrated Passenger Transport Team
E Mail: passenger.transport@essex.gov.uk Tel: Customer Service Centre 0345 603 2200