

Independent Guidance on Criminal Records Disclosure

For most roles at Cheltenham College, you will need to complete a criminal records check via an Enhanced Disclosure through the Disclosure and Barring Service (usually with a Barred DBS check). Please call the Recruitment Team if you have any questions.

For further independent guidance on the criminal records checks we are required to carry out as a school and how they might apply to you please visit Nacro:

<https://www.nacro.org.uk/resource/what-do-i-need-to-disclose-from-my-criminal-record/>

Information that can be disclosed on each type of disclosure check

Information that may be included	Basic DBS check	Standard DBS check	Enhanced DBS check	Enhanced and barred DBS check
Unspent convictions	✓	✓	✓	✓
Spent convictions (that are not protected)	✗	✓	✓	✓
Cautions (that are not protected)	✗	✓	✓	✓
Police intelligence	✗	✗	✓	✓
Inclusion on the children's barred list (where requested)	✗	✗	✗	✓
Inclusion on the adults' barred list (where requested)	✗	✗	✗	✓

What is meant by 'protected' cautions and convictions?

Protected cautions and convictions are those that are eligible to be filtered from standard and enhanced DBS certificates.

Previously, if a role was exempt from the [Rehabilitation of Offenders Act](#), an employer was entitled to know about an applicant's full criminal record history. However, on 29 May 2013, changes were made to legislation that allowed for certain minor offences to be removed or filtered from standard or enhanced DBS certificates. The filtering rules changed again on the 28 November 2020, and further changes were made on 28th October 2023 to align with self-disclosure rules under the ROA Exceptions Order 1975 (as amended in 2020).

Cautions or convictions that are eligible to be filtered are known as 'protected'.