

## SELF DISCLOSURE POLICY

### 1. Purpose of the Policy

Peterborough City Council has a duty of care to protect the well being of the public and service users and in particular children and vulnerable adults in its care who are considered to be especially vulnerable or at risk. Pre employment checks and other safe employment practices are a requirement to ensure that people who may pose a threat to children and vulnerable adults are not given positions of trust where they could exploit those entrusted to their care.

### 2. Principles

- Where a post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (for example, posts involving work with children or vulnerable adults) both spent and unspent convictions must be declared on application forms.
- Failure to disclose convictions on application forms and/or with the line manager may result in disciplinary action.
- Following appointment, employees have a responsibility to report as soon as is reasonably practicable any relevant changes of circumstance to their employer. These include any criminal investigations, convictions or warnings they may become the subject of, or any other relevant information which a reasonable employer might consider to impact on their employment
- Any existing employee may be asked to undertake a CRB re-check in line with council policy. Refusing to comply with such a request may result in the employee being subject to formal disciplinary action for 'deliberate and/or unreasonable refusal to carry out lawful and safe instructions issued by an appropriate manager/supervisor, and/or to comply with a contractual agreement.
- Confidentiality cannot be guaranteed where concerns arise about the welfare or safety of children or vulnerable adults but any information sharing will be in accordance with relevant legislation and policy and only as is necessary in the circumstances.
- Employees should always discuss with their line manager any difficulties or problems, as soon as is reasonably practicable, that may impact on their suitability to work with children and vulnerable adults, so that appropriate support can be provided or action taken.

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