

CHILD PROTECTION PERSONAL DISCLOSURE FORM



The BBC is committed to safeguarding the welfare of children and young people. As part of this commitment, the BBC requires you to complete this form in the following circumstances:-

- You work in a position which does not usually involve working with children but may, from time to time, involve supervised contact with children; (note: you need only reveal unspent convictions in these circumstances) – you need only answer Q1

or

- You work in a position where working with children will be part of your role and you are awaiting the return of a satisfactory standard or enhanced DBS check or PVG Scheme membership. You understand that DBS checks and PVG Scheme Membership will reveal all unspent convictions, spent convictions, cautions, final warnings and reprimands which are not eligible for filtering – you must answer Q1 & Q2

Please take the time to familiarise yourself with the BBC's [Child Protection Policy](#) which can be found externally on the BBC web site and internally on the **Working with Children** People Policies site on Gateway. This internal site provides additional information and guidance and you should read this as it will help you understand your responsibilities when working with children.

Please complete the following:-

Q1 Do you have any unspent convictions? YES/NO If yes, please provide further detail below.

Q2 Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with amendments to the Exceptions Order 1975 (2013). The amendments to the Order provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Yes/No If yes, please provide details below:

Declaration

- ✓ I acknowledge that if I am waiting for the standard or enhanced DBS check/PVG Scheme to be processed I will only work under supervision during this time and that this will be arranged by my manager.
- ✓ I acknowledge that information recorded by me on this form will be reviewed by HR or my manager and further relevant information may be required.
- ✓ I agree to provide fair and accurate responses to Q1 and/or Q2 on the understanding that anything I do record will not automatically exclude me from a position.

- ✓ I agree to inform my manager immediately should there be any change in my position with regard to Q1 and/or Q2.
- ✓ I acknowledge that if I knowingly provide false or misleading information on this form it may lead to my being subject to the BBC Disciplinary policy.
- ✓ I consent to this personal data being processed and kept by the BBC for the purpose of child protection in accordance with the *Data Protection Act 1998*.

Surname:	First Name:
Staff Number/ID:	Division:
Date:	Signature:

The BBC reserves the right to verify the information you have given on this form.

If you are unable to complete this Personal Disclosure Form you must inform your manager so that the reasons why can be discussed with you, a risk assessment undertaken and a decision taken as to whether and you will be permitted to work on any production/project which involves contact with children.