

# **VOLUNTARY AND COMMUNITY SECTOR GRANTS FUNDING 2019-23**

## **Guidance Notes**

These guidelines are to help you complete your Funding Application for the 2019-23 VCS Grants Process, and before you begin, please:

- Ensure that you are eligible to apply for funding by referring to the Eligibility Criteria, which are set out below.
- Read through the details of the relevant Funding Stream in the Prospectus, that you wish to apply for.
- Individual applicants and the Lead Agency of any consortium/partnership must complete all sections of the application form and the financial tables provided.
- Partner organisations within a consortium/partnership, must complete Section I (except Questions 8 and 11 – which the Lead Agency will complete), but do not need to complete Section 2.
- All organisations must sign the Declaration at the end of the application form.
- **The deadline for submitting your application is 5pm on Friday, 16th November 2018. Applications received after this date and time will not be accepted.**

The timetable agreed by Cabinet, is as follows:

Date	Activity
28 Aug – 21 Sept 2018	Consultation on draft framework and outline specifications (including 6 consultation events)
12 <sup>th</sup> September 2018	Cabinet agrees priorities, high level prospectus and model
Mid Sept – Oct 2018	Further consultation on framework
17 <sup>th</sup> October 2018	Cabinet approves document pack
19 <sup>th</sup> October	Applications open online. Notice of grant termination to current recipients
<b>16<sup>th</sup> November 2018</b>	<b>Applications MUST be submitted no later than 5pm</b>
19 <sup>th</sup> – 30 <sup>th</sup> November 2018	Assessment, scoring and shortlisting of bids
3 <sup>rd</sup> – 14 <sup>th</sup> December 2018	Shortlisted organisations – interview panels
17 <sup>th</sup> December 2018	Appeals process begins
Dec 2018 – Jan 2019	Appeals of initial decisions heard at Overview & Scrutiny
23 <sup>rd</sup> January 2019	Cabinet reviews EIA and approves final awards. Co-production starts with each organisation to produce a four-year service delivery plan
April 2019	Revised arrangements commence

## Eligibility Criteria for Applications

In Section 1, we will be checking that your organisation meets the following criteria:

- Is a non-statutory organisation
- Is formally constituted
- Operates in the not for profit sector
- Has a properly elected management committee
- Operates in the Royal Borough of Greenwich

The following **will not** be considered for funding:

- Private groups or Companies
- Profit making or trading arms of organisations
- Groups seeking funding for the purposes of fundraising or to redistribute
- Political Parties or organisations intending to support or oppose political activity and/or campaigns
- Churches or religious organisations (if the activity is intended to promote the religion itself, or if people must take part in religious services in order to benefit)
- Organisations where 'campaigning' is the main purpose or activity, except local groups addressing specific health and social inequalities

What you can spend the funding on:

- Core costs – you must evidence how the funding of staff etc will contribute to meeting the Outcomes.
- Direct delivery of activities etc, to meet the Outcomes

The Council cannot fund:

- Capital expenditure

## Assessment Framework

We want to see a good balance between financial stability, good governance and capacity together with a strong service delivery plan.

The evaluation and weighting we will use to assess your application is detailed below.

Key theme	What we will be looking for	Score
Skills, capacity and leadership	<ul style="list-style-type: none"> <li>• Governance – Are there adequate skills and experience from Trustees / Board and Management?</li> <li>• Are the staff appropriately skilled and trained?</li> <li>• Are there enough staff / personnel / volunteers to carry out the plans?</li> <li>• Are there appropriate safeguarding and recruitment policies and processes in place?</li> </ul>	20%
Financial sustainability	<ul style="list-style-type: none"> <li>• External credit rating</li> <li>• Financial Control rating</li> <li>• Realism of Projections - likelihood of failure over the next 4 years</li> <li>• Demonstration of how the organisation will generate external income over the next 4 years and success to date in bidding for external funds.</li> </ul>	30%
Past successes and transferability of that success to this stream, if applicable	<p>Demonstrates direct experience and success in this field and/or if have related experience and success in another area the applicant has demonstrated how well they can adapt to the funding stream outcomes applied for.</p> <p>OR</p> <p>If there is a compulsory need to be experienced in the field, e.g. Children’s Services, has it been met?</p>	10%

Key theme	What we will be looking for	Score
Strength of service proposal to achieve desired outcomes	<ul style="list-style-type: none"> <li>• How clearly has the proposal addressed the outcomes in the service outline?</li> <li>• Are we seeing evidence that the proposal is linking to the relevant Council priorities and strategies?</li> <li>• How innovative and ‘outside the box’ is the thinking – are they open / flexible to ideas?</li> <li>• Is there a clear plan of how the outcomes will be achieved over the 4 years?</li> <li>• Demonstrates that the funding asked for is evidenced by needs of the population.</li> <li>• Demonstrates clear knowledge and understanding of the relevant service user groups within a Greenwich context</li> <li>• Does the proposal demonstrate empowering service users, co-producing and evaluating services with them?</li> <li>• Is there a clear plan for working with volunteers?</li> <li>• How well does the proposal embrace joint working and/or partnering with others?</li> <li>• How is the organisation / proposal manifesting equality? Are they embracing those who are vulnerable and those covered by the Protected Characteristics?</li> <li>• How does the proposal show how the organisation intends to communicate with residents / users of their service? Are they using novel / innovative means such as digital platforms?</li> <li>• How well does the proposal show the organisation identifies needs early and connects people with each other, and with services that support their client group(s)?</li> <li>• How does the proposal address Social Value?</li> <li>• Is there a commitment to utilise Live Well Greenwich as a referral pathway, where relevant?</li> <li>• Does the proposal show how the organisation will utilise other resources they have available,</li> </ul>	40%

Key theme	What we will be looking for	Score
	<p>e.g. digital and premises, to achieve the outcomes?</p> <ul style="list-style-type: none"> <li>• Will the data monitoring tools tell us clearly how the organisation is performing and highlight opportunities to learn?</li> </ul> <p>Bearing the above in mind, does the organisation have the potential to work with the Council to work towards delivering the outcomes we are funding it for?</p>	

**100%**

## **Section I**

### **1 Organisation and Contact Details**

Please note that the contact details given should be business contact details, not personal.

### **2 Legal Status**

Please outline the legal status of your organisation, providing any registration numbers and supplying any supporting documents. If you are a 'new' charitable / not-for-profit organisation, e.g., Social Enterprise, CIC or CIO, please provide details.

### **3 Partnership / Consortia**

We actively promote funding proposals from partnerships / consortia (organisations which may already be working together, or which want to work, together) and want to jointly seek funding from the Council.

Please note that one of the organisations must be nominated as the lead agency.

### **4 London Living Wage**

You will not be penalised if you are not a London Living Wage employer but you will be expected to state what steps you are taking to become a London Living Wage Employer.

### **5 Governance**

In your response, please include details of the following:

- a) Your organisation's Aims & Objectives, how decisions are made and how your Board and staff will work together to deliver the service.
- b) The organisation's decision-making processes, including the frequency of meetings, and how Trustees and senior staff manage / oversee the delivery of services.
- c) The make-up of your Board of Trustees or Management Committee, outlining their roles, providing details of the skills and experience they bring to the development and sustainability of the organisation – including details of particular skills and experience in the areas of: finance, management, HR / staffing, fundraising, marketing, legal and any others
- d) How they will oversee the proposed service and funding proposal/s.

## **6 Information Sharing and Security**

If you are not yet fully compliant with GDPR, please provide details of when you intend to be.

## **7 Your Trustees**

You will need to tell us about:

- Any legal or financial issues that your organisation, the Trustees and/or partners have had.
- Any close relationships between individuals closely involved with the organisation.

Please note that any instances of previous convictions by Trustees may disqualify the application but each will be considered on a case-by-case basis.

## **8 Partnership / Consortia – description of arrangement**

We are aware that not all planned partnerships / consortia will have developed a formal partnership agreement or Memorandum of Understanding for their proposed work.

- (a) Where a written agreement exists, please send it to us as an attachment.
- (b) The Lead Agency – with or without a formal agreement or MOU - should provide in this section:
  - A summary of each partner's track record in delivering comparable services
  - A summary of the roles and responsibilities of the different partners, and what management, decision making and communication processes will be arranged to ensure effective delivery
  - A summary of how the funding and monitoring will be managed

Please note, we will expect to see a formal agreement from confirmed partners before commencement of any service and before any funding is released.

## **9 Funding and Service Delivery Performance**

Applicants that have had agreements ended for reasons of performance or court action will not necessarily be discounted from this process. Each applicant will be considered on a case-by-case basis. They must however, clearly demonstrate what they have taken from this experience and have evidence of improvements.



## **10 Finances: Audited Accounts**

Accounts will be verified by an external credit rating agency, as well as by officers from the Council's finance department.

## **11 The amount you are applying for**

Please be as specific as possible here.

We expect budgets to include the true cost of providing that service, including an appropriate proportion of core costs.

## **12 Financial Sustainability over the next four years**

We know that circumstances can change, so please be as realistic as possible. You should have clear business plans to evidence how you would back up your income and expenditure projections.

## **13 Reserves**

This is very important to assist us to understand your financial sustainability.

Be clear as to the uses of your Reserves, especially how this will contribute to maintaining your financial stability, if needed.

## **14 Transfer of Undertakings Regulations [TUPE]**

You need to be aware or seek advice on TUPE regulations if it will affect you.

Applicants shall seek independent professional advice on the effect of TUPE (including any subsequent amendments to TUPE) on their application. The Council gives no assurances, warranties or assumptions as to the effect of TUPE.

The successful applicant will be deemed to have satisfied itself as to the applicability of TUPE and shall indemnify the Council for any claims made by an aggrieved employee in connection with TUPE or otherwise and shall not itself bring proceedings against the Council in connection with TUPE.

The Council will on request supply applicants with information relating to the existing workforce from the existing contractor performing the Service. This information is not guaranteed accurate or complete by the Council. Applicants shall not at any time make use

for their own purposes or disclose to any person (except as may be required by law) any such information provided to them (or communicated orally) by the Council and such information shall be deemed to be confidential.

## 15 Safeguarding

This section requires you to show that your organisation has a robust Safeguarding Policy and effective procedures in place around how it is implemented in your organisation.

Your safeguarding policy should include, as a minimum:

- 1) A commitment to safeguard vulnerable adults, children and young people and to comply with the London Child Protection Procedures safeguarding policy
- 2) The principles that underpin the practice and behaviour of staff and volunteers
- 3) Information tailored to the type of services you provide and the profile of your service users.
- 4) Clear guidance to managers, staff, and volunteers on what to do when there are concerns about a vulnerable adults or child's welfare or safety.
- 5) Clear guidance to managers, staff, and volunteers on how to share information appropriately to keep vulnerable adults and children safe from harm.
- 6) A named person identified within the organisation who has a clearly defined role and responsibilities in relation to safeguarding, whom staff and volunteers can go to for advice.
- 7) Commitment that enhanced Criminal Records Bureau/Disclosure and Barring Service (DBS) checks are completed on all staff and volunteers who have contact with vulnerable adults, children and young people (where applicable, according to DBS guidance) before they take up post
- 8) A procedure for raising concerns about members of staff within your organisation.
- 9) A process for ensuring managers, staff and volunteers are familiar with the policy through induction, training and supervision.
- 10) A process for collecting and managing complaints.
- 11) Details of how staff and service users should make a complaint to your organisation.

If your service **directly** delivers services for children and young people, your safeguarding policy should also, as a minimum:

- 1) Reference that there is at least one manager and member of staff who have completed Safeguarding training.
- 2) State that staff and volunteers are offered the opportunity to learn about how to recognise and respond to concerns about child abuse.
- 3) State that staff and volunteers with specific responsibilities in relation to safeguarding children receive training to enable them to develop the necessary skills and knowledge to fulfil these responsibilities.

- 4) State that contact details of Children's Services, the Police, emergency medical help, NSPCC and other key agencies are available to all staff.
- 5) State that the manager responsible for recruitment to this organisation has completed Safer Recruitment training.
- 6) Include a clear policy about bullying, and there is a process to communicate the policy to staff, volunteers, parents and carers.

Applicants may consider the relevant model Safeguarding Policies available on the MetroGAVS website.

**Safeguarding Adults Policy:** <https://www.greenwich-cvs.org.uk/services/health-well-being/safeguarding-adults/>

**Safeguarding Children Policy:** <https://www.greenwich-cvs.org.uk/services/children-and-young-people/safeguarding-children-2/gavs-model-safeguarding-children-policy-for-the-vcs-revised-nov-2017/>

### For Children's Services Funding Streams

Please refer to **Appendix A** for the details of the Council's Safer Recruitment Advice for Children's Services Commissioned Providers.

Please refer to **Appendix B** for further requirements from Children's Services Commissioning for all providers of children's services.

## **16 Equal Opportunities**

This section requires you to confirm that you have an Equal Opportunity and Diversity Policy and procedures around how it is implemented in your organisation.

Specifically, your policy should address your organisation's practice covering, but not limited to, all 9 protected characteristics:

- age
- disability
- ethnicity or race
- sex
- gender re-assignment
- marital or civil partnership status
- pregnancy or maternity
- religion or belief
- sexual orientation

In addition, the policy should:

- show that your organisation communicates the policy to all staff
- be reflected in the organisation's recruitment processes
- show that discrimination, harassment and victimisation, on the basis of any of the 9 protected characteristics, are disciplinary offences
- confirm that the organisation has as a designated officer with responsibilities for the effective implementation and monitoring of the policy
- have been reviewed in the last 2 years

## 17 Additional documentation required

This section requires you to attach the requested documents, policies and procedures. Please confirm that these are current, and have been approved by the board within the last 3 years.

No:	Policy, Process or Procedure	Attached
1	Organisation's Governing Document	
2	Committee Members and Contact details	
3	Documents to support your legal status	
4	Public Liability Insurance Certificate	
5	Registration Number with appropriate bodies, i.e., OfSTED, CQC (if applicable)	
6	A Statement of Intent for consortia bids signed by all partners (if applicable)	
7	Audited accounts for the last two years. If these are not available an alternative means of demonstrating financial status will be required, e.g., independently examined accounts	
8	Business Plan/Strategic Plan (which should include your Fundraising/Sustainability Plan and any Exit Strategy)	
9	Financial Procedures	
10	Safeguarding Children Policy (if your organisation directly delivers a service for children and/or young people)	
11	Safeguarding Policy	
12	Equal Opportunities Policy	
13	Whistleblowing Policy (if separate from the safeguarding policies above)	
14	<i>Where applicable, please provide details of your staff team's professional qualifications</i>	
15	<i>Where applicable, please provide details of your organisation's accreditations</i>	

## Section 2

### I Service Proposal – Your supporting statement

We need to see clearly how you will aim to achieve the outcomes for your funding stream / service outline and align your activities to the Council's Priorities and Social Value objectives.

We strongly advise you read the following closely before completing this section.

- The Prospectus – noting especially
  - the Service Outline
  - the Council's Priorities
  - the Social Value objectives
- The VCS Strategy 2017-2023  
[https://www.royalgreenwich.gov.uk/downloads/download/852/voluntary\\_and\\_community\\_sector\\_strategy](https://www.royalgreenwich.gov.uk/downloads/download/852/voluntary_and_community_sector_strategy)
- The evaluation framework detailed in these Guidance Notes.

[Up to 2000 words]

## **2 Financing your proposal**

Please outline how you intend to finance this service and what you plan to spend the money on. We know that circumstances can change, so be as realistic as possible.

## **3 Referees**

Please provide the contact details below, for two referees to whom you have delivered provision for at least 12 months.

Officers from the Royal Borough of Greenwich should only be used as a reference in exceptional circumstances, for example if a significant proportion of your funding comes from the borough.

Where the Royal Borough of Greenwich is aware of other areas of work delivered by your organisation, we reserve the right to contact further referees and information will be taken into account as part of the assessment process.

It is your responsibility to contact referees beforehand to make sure that their contact details are correct and that they are available and willing to provide a reference.

## **Declaration - all applicants, including all members of a Partnership or Consortia**

All applicants, including members of a Partnership or Consortia must sign the Declaration.

The Declaration must be signed by someone with authorisation to sign on behalf of the organisation, confirming that the information provided in the Application Form is accurate.

A copy of this signed declaration must be returned to [VCS-grants@royalgreenwich.gov.uk](mailto:VCS-grants@royalgreenwich.gov.uk) by the closing date.

## **Further Information**

### Community Support Team (CST)

If there is anything in this Prospectus that you do not understand, please let us know by emailing us at [VCS-grants@royalgreenwich.gov.uk](mailto:VCS-grants@royalgreenwich.gov.uk). We will endeavour to send you a written reply within 2 working days.

Please note that it will only be possible to provide clarification on issues within the Prospectus and not to assist you with writing your application.

### MetroGAVS

MetroGAVS can help local organisations looking to develop a partnership or collaboration for any joint bidding. They can make suggestions and/or put you in contact with other organisations you might find helpful to talk to.

For more details, please contact: [naomi@metrocharity.org.uk](mailto:naomi@metrocharity.org.uk) or phone: 020 8305 5000.

## Glossary

We have provided a brief explanation of a few terms we have used in our documentation.

<b>Consortia / Partnerships</b>	<p>We are not expecting organisations to have established/developed legally binding/constituted consortia in the timescale available. However, we will expect organisations to be prepared to collaborate and develop partnerships and to make joint bids.</p> <p>Where specified, grants will only be awarded to consortia or partnerships.</p> <p>Consortia/partnerships will need to nominate a Lead organisation, to be the Lead Agency, and be able to provide a description of the roles and responsibilities of each partner, and how you will manage both the funding and monitoring.</p> <p>For help or information to find relevant partners, please contact MetroGAVS on 020 8305 5000 or email: <a href="mailto:naomi@metrocharity.org.uk">naomi@metrocharity.org.uk</a></p>
<b>Co-Production</b>	<p><i>“Co-Production is a relationship where professionals and citizens share power to plan and deliver support together, recognising that both have vital contributions to make in order to improve quality of life for people and communities”</i> National Co-Production Critical Friends Group</p> <p>The previous VCS Grants Funding round was very prescriptive. This new approach enables organisations to show us what they can deliver, and how, while meeting the requirements outlined in the relevant Service Outlines, and taking into account the funding available.</p> <p>We aim to coproduce with the organisation(s) selected to develop a ‘Service Delivery Plan’, taking into account the content of the bids and more specific targets, through discussion and negotiation, including, where appropriate service users.</p>
<b>Exit Strategy</b>	<p>Grant funding is for a four-year period only, and should not be assumed beyond the grant funding period (2019-23). Organisations should be able to outline how they plan to continue the project / programme through additional fundraising, or wind down any project in an orderly fashion – including treatment and impact on service users and staff.</p> <p>This detail may be included in your Business Plan / Sustainability Strategy or any Funding/Fundraising Strategy.</p>



## APPENDIX A

### Children's Service - Safeguarding requirements

- Providers are to ensure that they have guidance in place to identify less obvious potential abuses e.g. potential abuse of the internet, or data about children
- Organisations are to ensure that all enhanced DBSs are up to date for staff and Volunteers
- There a requirement that all Volunteers will follow the same Safeguarding principles and procedures
- There a requirement that recruits from overseas will be DBS checked, or where this is not possible, be subject of additional checks
- There is a requirement for providers to provide evidence of checks conducted or auditing to ensure adherence to policies and procedures on safer recruitment
- Providers are to ensure that all safeguarding concerns received are immediately followed up with the Social Worker or duty team and to ensure Safeguarding alerts are raised with RBG in relation to staffing
- Organisations are required to complete Enhanced DBS check on all applicants as part of the recruitment process, as well as two reference checks covering at least 2 years
- Providers are to conduct the necessary checks to make sure that staff have the professional registration and qualifications necessary for their posts or role
- Organisations are to ensure that staff have undertaken appropriate training in relation to safeguarding, information sharing and information security.
- Providers are to confirm that their staff have undertaken the appropriate training required for their professional role
- Provider are to have a procedure in place for recording and reporting health & safety incidents and serious health & safety incidents to Health & Safety Executive.
- Safeguarding requirements in all relevant JDs and Person Specifications, adverts

## **APPENDIX B:**

### **Safer Recruitment Advice for Children's Services Commissioned Providers**

- 1.1 This guidance is intended to support providers in understanding the expectations of the Royal Borough of Greenwich (RBG) Children's Services in regards to staff and volunteers working with children and young people in Greenwich and any information arising from Disclosure and Barring Checks (DBS). Please note, references below to 'employee' should be read as being also applicable to volunteers.
- 1.2 This guidance should be read in conjunction with existing contractual agreements with RBG, current legislation and any regional or national guidance in relation to safer recruitment.
- 2. Information that will lead to an individual automatically being unsuitable**
- 2.1 Enhanced Disclosures provide details of whether the individual is included on a list of people named as barred from working with children or adults considered vulnerable.
  - Children's Barred list (Formerly List 99 and POCA — Protection of Children's Act list)
  - Adults Barred List (Formerly POVA – Protection of Vulnerable Adults)
- 2.2 Candidates/employees who are named on the lists are considered unsuitable to work with children/adults and must not be employed in Regulated Activity. There is no discretion. It is a criminal offence to allow someone to engage in Regulated Activity when barred.
- 2.3 It is a criminal offence for a person on either list to apply to work with children or adults considered vulnerable. If a Disclosure reveals that a job applicant on these lists has applied to work with children, or a Disclosure reveals that an existing employee or volunteer is registered on one of the lists, you have a legal duty to inform the police.
- 2.4 In addition to these RBG would consider the following as barriers to working with Greenwich families:
  - Assault or any conviction involving harm to a child such as physical, sexual, emotional
  - Grievous Bodily Harm /assault against an adult both recent and historical
  - Domestic violence
  - Fraud and dishonesty – while this can be dependent upon the case/situation – we have to trust staff work with RBG families and in our view this would compromise the ability to do this and is a risk when working with vulnerable people.

### **3. Senior Management Accountability**

- 3.1 As part of the decision making on whether an employee or volunteer can work each provider should have a designated senior manager who will take accountability for signing off decisions on whether to employ an individual based on information coming to light through a DBS or otherwise. Within this guidance this role will be referred to as 'senior accountable manager'.

### **4. Making Decisions Using Disclosure Information**

- 4.1 The fact that someone has a conviction or a caution would not necessarily prevent them from taking up or continuing to work with RBG families, although serious consideration must be given to the information that has been received before a decision is made.
- 4.2 If an individual denies that the convictions relate to them, a further check must take place. This can be done by the individual contacting the DBS and advising that there is a dispute on the evidence submitted. The DBS should then undertake an investigation.
- 4.3 If a disclosure reveals information of convictions, reprimands or cautions, the provider should first check whether the individual has previously disclosed details of any convictions or cautions. The recruiting manager should discuss the case with their senior accountable manager, meet with the applicant (or employee) where necessary and seek advice from HR Professional for a final decision as to whether to proceed with the appointment (or future employment).
- 4.4 If the individual has not disclosed the convictions, either on an application form (or to their manager if already employed) when the offence took place, they should be asked why they had not done so. Non-disclosure of relevant information or the disclosure of false information by candidates/employees will normally lead to a withdrawal of an offer of employment, or the instigation of the provider's disciplinary procedures respectively.
- 4.5 When an offence has been disclosed and is subsequently detailed on a DBS the manager will be required, if appropriate, to undertake an investigation. The manager should explore with the applicant/employee the circumstances surrounding the convictions/cautions and when they took place. The manager may also contact the relevant police disclosure unit (detailed on the DBS certificate) to verify or obtain further information. The Manager should inform and seek consent from the individual before making contact with the police disclosure unit. Prior to any final decision being made by the senior accountable manager regarding the outcome of the investigation the manager should seek advice from a HR professional and the RBG Child Protection Officer (LADO).
- 4.6 In the case of a new appointment, the decision as to whether to confirm or withdraw the offer of employment will be documented. Attached to this pdf is an example of how the Borough documents this information. Providers should have an

equivalent form of a similar or higher standard. If the decision is made to appoint, the form needs to be kept on the employee's personal file. If the decision is not to appoint a record will be retained on the recruitment file.

4.7 When an existing employee discloses an offence the manager will, in the first instance, need to make a decision, regarding deployment of the individual, pending further investigation. Dependent on the disclosure and the position held by the employee the manager will need to consider if the following are necessary in the interest of the provider:

- Closer supervision of the employee in their job
- Temporarily transfer the employee to other duties
- Suspension on full pay, subject to disciplinary investigation

4.8 On receipt of a DBS which details the disclosed offence the manager will be required to undertake an internal investigation. At the outcome of the investigation the manager will determine if a formal disciplinary investigation is required or if the employee may remain in post. When the decision is to take no further action, details of the offence, the investigation and the outcome should be detailed on a document (see paragraph 4.6) and retained on the employee's personnel file.

4.9 It is expected that if a decision is taken that the employee may remain in employment the matter will not need to be reconsidered each time a DBS is processed which details the offence. The only exception would be if the employee has changed position within the organisation and has different responsibilities or if the manager has concerns regarding the conduct of the employee.

## **5. Factors to consider when making a decision**

5.1 An applicant's/employee's criminal record should be assessed in relation to the tasks they will be required to perform and the circumstances in which the work is to be carried out. Factors to consider include:

- An examination of the circumstances leading up to the offence, e.g. the influence of financial or domestic circumstances.
- The seriousness of the offence.
- Whether the individual's circumstances have changed since the offence was committed, making re-offending less likely.
- The degree of intent on behalf of the offender.
- Any relevant information offered by the applicant about the circumstances which led to the offence being committed.
- The nature of the job, i.e. does the nature of the job present any opportunity for the post-holder to re-offend in the course of their work?
- The degree of risk that the offence suggests that the individual represents.
- The length of time since the offence took place.
- The extent of job supervision i.e. does the job involve one-to-one contact with children or other vulnerable groups and what level of supervision will the post-holder receive.

- 5.2 RBG would recommend the application of the HCPC standards of professional conduct in regard to Social Workers or relevant professional standards for the service commissioned when making a decision.
- 5.3 In addition consideration **must be given to the reputational risk** both to the provider and RBG. It must be considered how the person being supported may feel should they be made aware or how it may be viewed externally were this person be working with children, parents and families.