

Application to participate in the British Dietetic Association Vetting and Barring Scheme

I am a member of
the British Dietetic Association and hereby request to join the BDA Vetting and Barring
Scheme.

In doing so I understand that I will be required to apply for a Disclosure and Barring Service Enhanced
Disclosure costing £61.60 (incl.VAT) if I work in England or Wales. I have read the British Dietetic
Association policies relating to this (*printed overleaf*).

As a participant in the scheme I agree to:

- Maintain my membership of British Dietetic Association (BDA)
- Notify the BDA if I am charged with any criminal offence after joining the BDA Vetting and Barring Scheme.
- Notify the BDA if I am the subject of any report made to the Disclosure and Barring Service and submitted after the date of my joining the BDA Vetting and Barring Scheme.
- Co-operate fully in the BDA process for evaluating the seriousness and relevance of any information shown on the Disclosure Scheme Record.
- Permit the BDA to retain on file any relevant information about me needed to operate the scheme and any information that may be required to assess my suitability to participate in it, subject to such information being known to me and accessible by me.
- Renew my membership of the scheme every 36 months or sooner at the specific request of the BDA.
- Allow my name details to be displayed on the publicly available DDC website for eternal organisations to confirm my membership to the Scheme

I **do / do not** have any unspent or spent criminal convictions.

I **am / am not** on any government held list of persons deemed unsuitable to work with children and/or vulnerable adults.

Signed.....	Date.....
Name.....	BDA membership number.....
Email address.....	
Address.....	
.....	

Once form is completed, please return via email to info@bda.uk.com

FOR OFFICE USE ONLY	Disclosure Number	Issue Date

DBS Disclosures may contain sensitive information. The British Dietetic Association (BDA) is required by law to ensure that any such information revealed, either by the applicant or in the Disclosure, is used fairly and kept confidential. To this end the following policies have been agreed by the BDA:-

British Dietetic Association Policy on the Recruitment of Ex-offenders into the BDA Vetting and Barring Scheme

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, The British Dietetic Association (BDA) complies fully with the DBS Code of Practice and undertakes to treat all applicants to the scheme fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The British Dietetic Association (BDA) is committed to the fair treatment of members and potential members or users of its services, regardless of race, sex, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Our written policy on the acceptance of ex-offenders is made available to all applicants to the scheme at the outset of the application process.

We actively promote equality of opportunity for all with the right mix of talent, skills, qualifications and potential and welcome applications from a wide range of prospective members, including those with criminal records. We consider all candidates for membership of the BDA Vetting and Barring Scheme based on their skills, qualifications, and experience.

A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the role concerned. For those positions where a Disclosure is required, all application forms, advertisements and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered membership.

Where a Disclosure is to form part of the vetting process, we encourage all applicants to provide details of their criminal record at an early stage in the process. This information should be sent under separate, confidential, cover to a designated person within the BDA and we guarantee that this information is only seen by those who need to see it as part of the vetting process.

Unless the nature of the position allows the BDA to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to:

- Withdrawal of membership of the BDA.
- Refusal to include the name of the member on the BDA Vetting Scheme Database.
- Reporting of the offence to the Disclosure and Barring Service.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice which can be downloaded here: <https://www.gov.uk/government/publications/dbs-code-of-practice>

We will discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or endorsement.

Having a criminal record will not necessarily bar you from participating in the BDA Vetting and Barring Scheme. This will depend on the circumstances and background of your offences.

The British Dietetic Association (BDA) Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

General Principles

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, The British Dietetic Association (BDA) complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act, GDPR and other relevant legislation pertaining to handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters which is available to those who wish to see it on request.

Storage & Access

Disclosure information is never kept on an individual's membership file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant gave full consent.

Retention

Once a recruitment (or other relevant) decision has been made the Disclosure information will not be retained any longer than is necessary. The Registered Body (DDC) copy of the Disclosure document will be held by DDC for a period of six months to allow for the consideration and resolution of any disputes or complaints. Where a participant with a criminal record is accepted into the scheme, The British Dietetic Association (BDA) will retain information pertaining to the decision to accept that individual in order to support the decision should it become necessary at some subsequent time.

Disposal

Once the retention period has elapsed we will ensure that any Disclosure information is suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of the Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the decision taken based on its content.