Application to participate in the IDTA Vetting Scheme

I ‡..... working under the name of +..... and Enhanced DBS scheme registration number.....hereby request to participate in the IDTA Vetting Scheme (‡ Insert your Formal Name here e.g. as on your Income Tax documents + Insert your name as you wish it to appear on the IDTA Certificate)

In doing so I understand that if I work in England or Wales I will be required to apply for a Disclosure and Barring Service Enhanced Disclosure costing £16.80 (incl.VAT). Volunteer Assistant (16 yrs plus)

If I work in Northern Ireland I will be required to apply for a Volunteer Assistant (16yrs plus) Enhanced AccessNI check at a cost of £24.00 (incl. VAT)

I have read the IDTA's policies relating to this *(printed overleaf)*.

As a participant in the scheme I agree to :-

- Notify the IDTA in the event that I am charged with any criminal offence subsequent to joining the Vetting Scheme.
- Notify the IDTA in the event that I am the subject of any report made to Disclosure Scotland or the DBS and submitted after the date of my joining the Scheme.
- Co-operate fully in the IDTA's process for evaluating the seriousness and relevance of any information shown on the Disclosure, PVG Scheme or AccessNI Report.
- Permit the IDTA 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.
- Re-new my membership of the scheme every 36 months or sooner at the specific request of the IDTA.
- Return all IDTA certificates issued to the IDTA upon request.
- Consent for my name to be appear under the online DDC IDTA Vetting Scheme list.

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

My name does / does not** appear on any government held list of persons deemed unsuitable to work with children or vulnerable adults.

**** Please delete where applicable**. If you prefer you may leave these questions unanswered on this form and send your response under separate cover marked "Confidential" to :Vicky Race, IDTA, International House, 76 Bennett Road, Brighton, BN2 5JL

PLEASE ENCLOSE THIS FORM WHEN RETURNING THE DISCLOSURE APPLICATION FORM TO DDC

Signed……

Name…….....Date.....
(Formal Name)

Address.....

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FOR OFFICE USE ONLY Disclosure Number Issue Date

DBS/AccessNI Disclosures and PVG Records may contain sensitive information. The International Dance Teachers Association (IDTA) is required by law to ensure that any such information revealed, either by the subject or in the Disclosure/Record, is used fairly and kept confidential. To this end the following policies have been agreed by the IDTA Directorate:

IDTA Policy on the Recruitment of Ex-offenders into the Vetting Scheme

As an organisation using the Disclosure and Barring Service (DBS) PVG Scheme and AccessNI Records to assess applicants' eligibility and suitability for positions of trust, The IDTA complies fully with the Code of Practice and undertakes to treat all applicants to the Vetting Scheme fairly. It undertakes not to discriminate unfairly against any applicant to the Scheme on the basis of conviction or other information revealed.

The IDTA is committed to the fair treatment of members and potential members or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We have a written policy on the acceptance of ex-offenders, which 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 based on their skills, qualifications, and experience.

A DBS Disclosure or PVG Scheme membership is only requested after a thorough risk assessment has indicated that it is both proportionate and relevant to the role concerned. For those positions where such documents are required, all application forms, advertisements and recruitment briefs will contain a statement to that effect and any offer of employment or membership will be subject to the results of the check being satisfactory.

Where a DBS or PVG check is to form part of the vetting process, we encourage all applicants to provide details of any criminal convictions or pending charges at an early stage in the process. We request that this information is sent under separate, confidential, cover to a designated person within The IDTA and we guarantee that this information will only be seen by those who need to see it as part of the vetting process.

Unless the nature of the position allows The IDTA 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 matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or membership.

We make every subject of a DBS or PVG check aware of the existence of the Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a Disclosure or PVG Scheme Record with the person seeking membership of the Vetting Scheme before making an acceptance decision. Having a criminal record will not necessarily bar you from participating in the Vetting Scheme. This will depend on the circumstances and background of your offences.

IDTA Policy on the secure storage, handling, use, retention and disposal of DBS/AccessNI Disclosure and PVG Scheme documents and any information they may contain.

General Principles - As an organisation using the DBS, AccessNI and PVG Scheme to assess applicants' eligibility and suitability for positions of trust, The IDTA complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of both the documents issued and any information they may contain. It also complies fully with its obligations under the Data Protection Act 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, PVG or AccessNI information is never kept on an individual's membership or personnel 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, information contained in a DBS Disclosure, PVG Scheme Record or AccessNI Disclosure 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 such 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 - Information shown on a DBS Disclosure, PVG Scheme Record or AccessNI Disclosure is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention - Once a recruitment (or other relevant) decision has been made, the Disclosure or PVG Scheme Record information will not be retained any longer than is necessary. The Registered Body (DDC) copy of the document(s) will be held by DDC for a period of three 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 IDTA will retain information pertaining to the decision to accept that individual in order to support that decision should it become necessary at some subsequent time.

Disposal - Once the retention period has elapsed we will ensure that any Disclosure or PVG Scheme Record information is destroyed by secure means, e.g. by security level 3 shredding. Documents awaiting destruction will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or PVG document(s) or any copy or representation of their contents. However, notwithstanding the above, a record of the date of issue of the document(s), the name of the subject, the type of checks requested, the position for which the check was undertaken, the unique reference number of the document(s) and the details of any decision taken based on the content will be retained.