**Appendix F**

**Declarations, Disclosures and Checks Required by Occupational Group**

Decisions on whether a disclosure is required for posts not falling within the defined categories below, should be discussed with an HR Advisor.

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| --- | --- | --- | --- | --- | --- |
| **Occupational Group** |  | **Self-Declaration Form [SD]** | |  |  |
| **Basic Check** | **Standard DBS Disclosure** | **Enhanced DBS Disclosure** | **Children’s Barred List Check (1)** | **Adults Barred List Check (2)** |
| **Executive Team:** | | | | | |
| **Chief Executive, Executive & Non-Executive Directors** | **✓** |  |  |  |  |
| **Management and Administrative Staff in central Functions:** | | | | | |
| Central Management & Administrative staff |  |  |  |  |  |
| Management Accounts | ✓ |  |  |  |  |
| **Administrative staff in clinical, scientific, therapeutic and technical functions:** | | | | | |
| Child and Adolescent Psychiatry |  |  | ✓ **[SD]** |  |  |
| Adult Mental Health/Psychological Therapy (For services where admin staff will have contact with under 18 client group ONLY) |  |  | ✓ **[SD]** |  |  |
| Substance Misuse Services (For services were admin staff will have contact with under 18 client group ONLY) |  |  | ✓ **[SD]** |  |  |
| **Property and Estates Staff:** | | | | | |
| Non-clinical areas |  |  |  |  |  |
| Clinical areas where staff will have contact with under 18 client group ONLY) |  | ✓ **[SD]** |  |  |  |
| **Porters, Catering and Domestic Staff:** | | | | | |
| Child & Adolescent Psychiatry |  | ✓ **[SD]** |  |  |  |
| Clinical areas |  | ✓ **[SD]** |  |  |  |
| Non-clinical areas |  |  |  |  |  |

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| **Occupational Group** | **Self-Declaration Form [SD]** | |  |  |
| **Standard DBS Disclosure** | **Enhanced DBS Disclosure** | **ISA CBL Check (1)** | **ISA ABL Check (2)** |
| Medical Staff: | | | | |
| * Adult Mental Health/Psychological Therapies\* |  | ✓ **[SD]** | ✓ | ✓ |
| * Older People’s Mental Health |  | ✓ **[SD]** |  | ✓ |
| * Learning Disabilities |  | ✓ **[SD]** |  | ✓ |
| * Child & Adolescent Psychiatry |  | ✓ **[SD]** | ✓ |  |
| * Forensic |  | ✓ **[SD]** |  | ✓ |
| * Substance Misuse Services |  | ✓ **[SD]** | ✓ | ✓ |
| * Integrated Community Services |  | ✓ **[SD]** | ✓ | ✓ |
| Nursing Staff (Qualified and un-Qualified): | | | | |
| * Adult Mental Health/Psychological Therapies\* |  | ✓ **[SD]** | ✓ | ✓ |
| * Older People’s Mental Health |  | ✓ **[SD]** |  | ✓ |
| * Learning Disabilities |  | ✓ **[SD]** |  | ✓ |
| * Child & Adolescent Psychiatry |  | ✓ **[SD]** | ✓ |  |
| * Forensic |  | ✓ **[SD]** |  | ✓ |
| * Substance Misuse Services |  | ✓ **[SD]** | ✓ | ✓ |
| * Integrated Community Services |  | ✓ **[SD]** | ✓ | ✓ |

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| **Occupational Group** | **Self-Declaration Form** | |  |  |
| **Standard DBS Disclosure** | **Enhanced DBS Disclosure** | **ISA CBLCheck(1)** | **ISA ABLCheck(2)** |
| Professions Allied to Medicine eg Occupational Therapy, Clinical Psychology, Pharmacy, Social Services Staff (Qualified and un-Qualified): | | | | |
| * Adult Mental Health/Psychological Therapies\* |  | ✓ **[SD]** | ✓ | ✓ |
| * Older People’s Mental Health |  | ✓ **[SD]** |  | ✓ |
| * Learning Disabilities |  | ✓ **[SD]** |  | ✓ |
| * Child & Adolescent Psychiatry |  | ✓ **[SD]** | ✓ |  |
| * Forensic |  | ✓ **[SD]** |  | ✓ |
| * Substance Misuse Services |  | ✓ **[SD]** | ✓ | ✓ |
| * Integrated Community Services |  | ✓ **[SD]** | ✓ | ✓ |

Enhanced checks with Children’s and/or Adults’ Barred list check(s) – To be eligible to request a check of the Children’s or Adults’ Barred lists, the position must meet the new definition of Regulated Activity.

\* Services within this area working with under 18 client group who meet the new definition of Regulated Activity will be able to request a check of the Children’s Barred list.

Students who as part of their professional qualification, are required to carry out a clinical placement where they will undertake work that falls within Regulated Activity will require the appropriate level of disclosure and checks to the post and area of work

All agency workers will require the appropriate level of disclosure and checks to the post and area of work

All volunteers with access to clients will require an enhanced DBS disclosure

**Negotiations with private contractors where work may enable access to clients, should include consideration of whether DBS disclosures should be sought**