



**FIELD STUDIES COUNCIL CODE OF CONDUCT:**  
**CHECKING CRIMINAL RECORDS DURING RECRUITMENT,**  
**SELECTION AND EMPLOYMENT**  
**(England & Wales)**

The activities of the Field Studies Council in England and Wales are regulated by the Protection of Children Act (1989), the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012).

New employees who are based in England or Wales are required to undergo a DBS check appropriate to their role with the Disclosure & Barring Service (DBS). The post classification and level of DBS check required will be detailed in the vacancy pack for the post.

In addition, individuals from overseas are required to produce a police check statement from their own country. The Field Studies Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

A person with a criminal record will be deemed to be acceptable for consideration for employment, unless they have been barred through the DBS's Children's Barred List or they fail to meet the Field Studies Council's internal criteria laid down for the Class of post as detailed below. Note: this also applies to any person who wishes to volunteer for the Field Studies Council.

Due to the nature of our business, our internal criteria for Class A and B posts below relates to people who are subject to a full criminal records check and subsequently means we are allowed to ask questions relating to unspent convictions.

**Post Classification & Acceptance Criteria**

Class A posts: will require an Enhanced DBS plus Children's Barred List check

- Key Management Positions as defined by the Field Studies Council
- Members of Teaching Staff
- Members of Duty and / or On-Call teams
- Residential staff

All convictions and / or cautions are acceptable except:

- any offence resulting in the individual being barred through the DBS's Children's Barred List
- any offence resulting in a custodial sentence of more than 12 months
- any conviction in the last 10 years (or caution in the last 5 years) relating to theft/financial irregularities
- any conviction in the last 10 years resulting in a custodial or suspended sentence relating to supplying or offering to supply a controlled drug
- any conviction relating to supplying or offering to supply a controlled drug in the last 5 years

- any conviction resulting in a custodial or suspended sentence relating to possession of a controlled drug in the last 5 years
- any disqualification from driving, due to dangerous/reckless driving or driving whilst under the influence of alcohol/drugs, in the last 5 years (where driving forms part of the role)
- any conviction in the last 10 years (or caution in the last 5 years) relating to falsification of qualifications.

Class B posts: will require an Enhanced DBS Check

- All other staff who undertake work in a role that falls under the DBS's classification of unsupervised activity, e.g. staff who regularly drive Field Studies Council vehicles carrying unsupervised children

All convictions and / or cautions are acceptable except:

- any offence resulting in the individual being barred through the DBS's Children's Barred List
- any offence resulting in a custodial sentence of more than 12 months within the last 10 years
- any conviction in the last 10 years resulting in a custodial or suspended sentence relating to supplying or offering to supply a controlled drug
- any conviction relating to supplying or offering to supply a controlled drug in the last 5 years
- any conviction resulting in a custodial or suspended sentence relating to possession of a controlled drug in the last 5 years
- any disqualification from driving, due to dangerous/reckless driving or driving whilst under the influence of alcohol/drugs, in the last 5 years.

Class C posts: will not require a DBS check.

- All other posts that do not fall under Class A or B, as set out above
- Any person under the age of 16 years

All convictions and / or cautions are acceptable except:

- any offence resulting in the individual being barred through the DBS's Children's Barred List

## **Notes**

The acceptance criteria defined above relate to our internal policy requirements, they do not link to the rehabilitation periods as defined by the Rehabilitation of Offenders Act.

Field Studies Council has policy statements on the various aspects of criminal record checking to ensure safe recruitment, selection and employment. All related documentation can be viewed at [www.field-studies-council/vacancies](http://www.field-studies-council/vacancies) or can be accessed by calling HR on 01743 852116.

All posts based in Scotland are classified as Class A posts and will require a full PVG check to be undertaken via Disclosure Scotland. For posts based in Northern Ireland the appropriate level of check will need to be carried out via AccessNI.