Filtering Guidance

Guidance for answering question two of the Suitability Declaration.

In 2013, legislation came into force that means certain old and minor cautions and convictions are no longer subject to disclosure.

Employers and Universities are no longer able to take old and minor cautions and convictions into account when making decisions.

You do **NOT** have to disclose details of a conviction if:

* 11 years have elapsed since the date of conviction; and
* It is your only offence; and
* It did not result in a custodial sentence; and
* It does not appear on the list of offences that always have to be disclosed.

If you were under 18 at the time of conviction the elapsed time period if 5.5 years.

You do **NOT** have to disclose details of a caution, reprimand or warning if:

* 6 years have elapsed since the date of caution; and
* It does not appear on the list of offences that always have to be disclosed.

If you were under 18 at the time of caution the elapsed time period is 2 years.

If you have more than one offence, all details must be disclosed.

All convictions that resulted in a custodial sentence must be disclosed.

Certain offences must always be disclosed. These are offences that are serious, relate to sexual or violent offending or are relevant in the context of safeguarding, including all offences involving children. Please see the Disclosure and Barring Service website for the full list of offences that must always be disclosed.