

## **APPENDIX D: STATEMENT OF GOOD CONDUCT**

The DBS and Disclosure Scotland (DS) can only access criminal records held on the Police National Computer and this does not hold details of convictions, cautions, reprimands or warnings from outside the United Kingdom. An enhanced DBS check will not provide details of an overseas criminal record that may, or may not exist. All persons who are appointed to a post requiring an enhanced DBS check must however undergo a DBS check regardless of their length of stay in the UK even if they have never been resident.

All new arrivals to the UK must provide, in addition to all documentation in relation to the immigration requirements, and DBS requirements, a Statement of Good Conduct (SOGC). The definition of new arrival is an applicant who has worked or been resident overseas is:

- DBS – 3 months in the previous 5 years
- Disclosure Scotland – 3 months in the previous 3 years

This includes citizens of the UK who have worked or lived overseas. This does not apply to members of the UK armed forces and their families that were stationed overseas.

It is preferred that the SOGC is obtained via the relevant UK embassy of every country in which residency or employment is relevant. The applicant is responsible for acquiring this. Applicants should request that the SOGC is obtained in English or costs may be incurred for translation. This document should be considered along with the internal risk assessment process (see appendix C) and all other employment checks before taking a decision regarding appointment. SOGC from the appropriate UK embassy can be authenticated by contacting that embassy.

References must be obtained from previous employers and in the case of those seeking to work with children and/or adults, one of these references should be from the last employer where the individual worked with clients. In addition particular care must be taken with the usual range of other pre-employment checks such as confirming identity, qualifications, verifying right to work in the UK and employment medical questionnaires.

Some countries do not provide SOGC. The unavailability of an applicant's SOGC may give cause for concern about his or her suitability to be offered employment in a position of trust. Although such candidates will not be barred from working for the council, appointing officers must make their final recruitment decision with due regard to all the relevant facts, the risk assessment and the overall requirement to protect vulnerable groups. Any decision not to appoint must be carefully explained to the candidate and reassurance given about the reasons for it.