

## Appendix A - Category 1

Police Forces should ensure that Notifications are marked 'Private and Confidential' and sent in an appropriately secure manner

ORGANISATIONS TO WHICH POLICE SHOULD SEND NOTIFICATIONS	TYPES OF POSITIONS REQUIRING NOTIFICATION OF CONVICTIONS	CURRENT TYPE OF PRE-EMPLOYMENT CHECK	NOTES FOR POLICE
<p>Department for Education and Skills Children's Safeguarding Operations Unit Ground Floor Area E Mowden Hall Staindrop Road Darlington DL3 9BG</p> <p>If a person employed in group 1 lives or works in <b>Scotland</b> forces should also notify the following:-</p> <p>General Teaching Council Scotland Clerwood House 96 Clermiston Road Edinburgh EH11 1JD</p> <p>If a person employed in group 1 lives or works in <b>Northern Ireland</b> forces should also notify the following:-</p> <p>The Manager, Teachers' Pay and Admin. Branch Department for Education Northern Ireland Waterside House</p>	<p>1. Persons who provide education at any school or further education institution, specifically</p> <ul style="list-style-type: none"> <li>◆ Teachers</li> <li>◆ Student Teachers</li> <li>◆ Teaching Assistants</li> <li>◆ Ancillary staff in any type of school or Further Education Institute</li> <li>◆ Proprietors of Independent Schools</li> <li>◆ Care workers in special or residential schools</li> <li>◆ Youth Workers in the Youth Service</li> </ul> <p>2. Persons employed in the care of children in</p> <ul style="list-style-type: none"> <li>◆ Community Homes</li> <li>◆ Children's Homes</li> <li>◆ Probation Hostels</li> <li>◆ Nursery Nurses</li> <li>◆ Social workers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Standard or Enhanced depending on the level of contact with child/Adult</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Standard</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> </ul>	<ul style="list-style-type: none"> <li>◆ Where possible police forces should ascertain the specific employer the individual works for, e.g. school, nursery, community home etc.</li> </ul>

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<p>75 Duke Street Londonderry BT47 6FP</p>	<p>◆ Probation Officers</p>	<p>◆ Standard</p>	
<p>Department for Education and Skills Safeguarding Operations Unit Protection of Vulnerable Adults Ground Floor Area E Mowden Hall Staindrop Road Darlington DL3 9BG</p>	<p>All persons employed in the care of adults in</p> <ul style="list-style-type: none"> <li>◆ Care Homes</li> <li>◆ Their Own Home (where the person needs personal care due to incapacity)</li> <li>◆ Ancillary staff in any type of care home or employed in the care sector</li> <li>◆ Adult Placement Schemes</li> <li>◆ Hospitals, Clinics, Medical Agencies or NHS bodies</li> <li>◆ Care workers</li> <li>◆ Nurses employed in the care sector</li> <li>◆ Care managers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Standard or Enhanced depending on level of contact with vulnerable adult</li> <li>◆ Standard or Enhanced depending on level of contact with vulnerable adult</li> <li>◆ Standard</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> </ul>	
<p>The Registrar General Medical Council (GMC) Regent's Place 350 Euston Road London NW1 3JN</p>	<ul style="list-style-type: none"> <li>◆ Registered Medical Practitioners</li> <li>◆ Medical Students</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced</li> <li>◆ Standard</li> </ul>	

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<p>The Chief Executive Nursing and Midwifery Council (NMC) 23 Portland Place London W1N 4JT</p>	<ul style="list-style-type: none"> <li>◆ Nurses</li> <li>◆ Midwives</li> <li>◆ Health Visitors - including those registered with the NMC, but not practising.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Standard</li> <li>◆ Standard</li> <li>◆ Standard or Enhanced depending on the level of contact with child/Adult</li> </ul>	
<p>The Secretary Professional Conduct and Complaints Committee The Bar Council 289 – 293 High Holborn London WC1V 7HZ</p>	<ul style="list-style-type: none"> <li>◆ Barristers</li> <li>◆ Bar Students</li> <li>◆ Pupil Barristers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Standard</li> <li>◆ Standard on entry to the profession</li> <li>◆ Standard on entry to the profession</li> </ul>	
<p>Head of Section Fraud Intelligence Unit Victoria Court 8 Dormer Place Leamington Spa Warwickshire CV32 5AE</p>	<ul style="list-style-type: none"> <li>◆ Solicitors</li> <li>◆ Trainee Solicitors</li> <li>◆ Enrolled Students</li> <li>◆ Managing Clerks</li> <li>◆ Solicitors' Employees</li> </ul>	<ul style="list-style-type: none"> <li>◆ Standard</li> <li>◆ Standard on entry to the profession</li> <li>◆ Standard on entry to the profession</li> <li>◆ Standard depending on the access they may have to certain information Legal/Financial</li> <li>◆ Standard depending on the access they may have to certain information Legal/Financial</li> </ul>	

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<p>Head of Section Support Group Cabinet Office Security Policy Division 3rd Floor 2 Little Smith Street London SW1P 3DH</p>	<ul style="list-style-type: none"> <li>◆ Civil Servants (this includes Government Executive Agency staff, e.g. Job Centre Plus, Criminal Records Bureau).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Direct access to PNC</li> </ul>	<ul style="list-style-type: none"> <li>◆ Where possible police forces should ascertain the specific Government department the person works for, e.g. MOD, DEFRA, Cabinet Office etc</li> </ul>
<p>Head of Vetting Office for Civil Nuclear Security (OCNS) Room 3 Building 146 Harwell Didcot Oxfordshire OX11 0RA</p>	<p>All Staff and Contractors of</p> <ul style="list-style-type: none"> <li>◆ The United Kingdom Atomic Energy Authority (UKAEA)</li> <li>◆ BNFL, also so known as the British Nuclear Group (BNG)</li> <li>◆ Urenco</li> <li>◆ UK Nirex</li> <li>◆ British Energy</li> <li>◆ Amersham (GE Healthcare)</li> <li>◆ Ascot Research Reactor</li> </ul>	<ul style="list-style-type: none"> <li>◆ Direct access to PNC</li> </ul>	

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<p>Royal Naval Service Police Headquarters (Eastern) HMS NELSON Queen Street Portsmouth PO1 3LR</p>	<p>All personnel in the:</p> <ul style="list-style-type: none"> <li>◆ Royal Navy</li> <li>◆ Queen Alexander's Royal Navy Nursing Service (QARNNS)</li> <li>◆ Royal Navy Reservists (where known)</li> </ul>	<p>Applicable to all occupations listed:</p> <ul style="list-style-type: none"> <li>◆ Standard or Enhanced depending on the level of contact with child/Vulnerable Adult</li> </ul>	
<p>Central Criminal Records and Intelligence Office (CCRIO) Royal Military Police Building 106 Roussillon Barracks Chichester PO19 6BN</p>	<p>All personnel in the</p> <ul style="list-style-type: none"> <li>◆ Army</li> <li>◆ Royal Marines</li> <li>◆ Queen Alexander's Royal Auxiliary Nursing Corps (QARANC)</li> <li>◆ Army Reservists (where known)</li> <li>◆ Territorial Army (where known)</li> <li>◆ Royal Marines Reserve (where known)</li> </ul>	<p>Applicable to all occupations listed:</p> <ul style="list-style-type: none"> <li>◆ Standard or Enhanced depending on the level of contact with child/Vulnerable Adult</li> </ul>	
<p>Criminal &amp; Security Records Office HQ RAF Provost and Security Services (UK) RAF Henlow Bedfordshire SG16 6DN</p>	<p>All personnel in the</p> <ul style="list-style-type: none"> <li>◆ Royal Air Force (RAF)</li> <li>◆ Royal Air Force Reservists (RAAF)</li> <li>◆ Princess Mary's Royal Air Force Nursing Service (PMRAFNS)</li> </ul>	<p>Applicable to all occupations listed:</p> <ul style="list-style-type: none"> <li>◆ Standard or Enhanced depending on level of contact with child/Vulnerable Adult</li> </ul>	

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<p>CAA Chief Security Adviser Civil Aviation Authority CAA House 45-59 Kingsway London WC2B 6TE</p>	<ul style="list-style-type: none"> <li>◆ Airline Pilots</li> <li>◆ Aircraft maintenance Engineers</li> <li>◆ Aircraft Engineers</li> <li>◆ Licensed Aircraft Engineers</li> <li>◆ Air Traffic Controllers</li> <li>◆ Assistant Air Traffic Controllers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Basic/Standard</li> <li>◆ Basic/Standard</li> <li>◆ Basic/Standard</li> <li>◆ Basic/Standard</li> <li>◆ Basic/Standard</li> <li>◆ Basic/Standard</li> </ul>	<ul style="list-style-type: none"> <li>◆ Disclosure Scotland are currently processing Basic Disclosures applications for all new staff who are working airside.</li> </ul>
<p>Deputy Secretary of Commissions Judicial Courts Policy Division 2nd Floor, Selborne House 54 Victoria Street London. SW1E 6QW</p>	<ul style="list-style-type: none"> <li>◆ Magistrates</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced</li> </ul>	
<p>Head of Early Years Headquarters Division Office for Standards in Education (Ofsted) Alexandra House 33 Kingsway London WC2B 6SE</p>	<ul style="list-style-type: none"> <li>◆ Nursery manager</li> <li>◆ Nursery owner</li> <li>◆ Person in charge of a Nursery</li> <li>◆ Nursery Supervisor</li> <li>◆ Crèche manager</li> <li>◆ Playgroup leader</li> <li>◆ Holiday play scheme leader (manager)</li> <li>◆ Child minder</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> <li>◆ Enhanced</li> </ul>	

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<p>Health Professions Council (HPC) Park House 184 Kennington Park Road London SW11 1AA</p>	<ul style="list-style-type: none"> <li>◆ Paramedics</li> </ul>	<ul style="list-style-type: none"> <li>◆ Standard</li> </ul>	
<p>The Chief Executive The Ambulance Service Association (ASA) Friars House 157 – 168 Blackfriars Road London SE1 8EZ</p>	<ul style="list-style-type: none"> <li>◆ Other ambulance staff (Emergency Care Practitioners; Technicians; Care Assistants)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Standard</li> </ul>	
<p>The Secretary/Registrar Royal Pharmaceutical Society of Great Britain (RPSGB) 1 Lambeth High Street London SE1 7JN</p>	<ul style="list-style-type: none"> <li>◆ Pharmacists</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced</li> </ul>	
<p>Head of Contracts Youth Justice Board for England and Wales 11 Carteret Street London SW1H 9DL</p>	<ul style="list-style-type: none"> <li>◆ Secure Training Centre staff</li> <li>◆ Escort Custody Officers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced</li> <li>◆ Enhanced</li> </ul>	<ul style="list-style-type: none"> <li>◆ Where possible police forces should ascertain in which establishment the person works.</li> </ul>
<p>Local licensing authority Force Professional Standards Unit</p>	<ul style="list-style-type: none"> <li>◆ Taxi drivers</li> <li>◆ Police officers</li> <li>◆ Police staff</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced</li> <li>◆ Direct access to PNC</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enhanced Disclosure checks are carried out for officers working with children.</li> </ul>