



Candidate Briefing Document for the role of Admin and Data Assistant

www.encephalitis.info

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Registered in England and Wales No. 04189027.
Registered Charity No. 1087843.
Registered Charity in Scotland: SC048210.



Dear future team member

Thank you for your interest in the role of Admin and Data Assistant role with Encephalitis International. As you consider making an application for the role, I hope you will find this pack encouraging, exciting and helpful.

Through our work in awareness, research, and support, we stand as a trusted source of expert information and hope everyone affected by this devastating condition, researchers and clinicians. Every day, we see the difference that knowledge, compassion, and connection can make in people's lives.

This is a pivotal moment to join us. In 2025, the World Health Organization identified encephalitis as a "growing global threat" and an "urgent public health priority." Behind those words are countless individuals, families, and communities facing uncertainty and life-changing challenges. In response, we are launching ambitious new projects to drive change and improve outcomes such as our life saving acronym F.L.A.M.E.S.

By joining Encephalitis International, you would become part of a passionate and inclusive community of changemakers, united by a shared purpose: to save lives and rebuild futures for those affected by encephalitis. Together, we are not only raising awareness—we are offering support, advancing understanding, and giving hope where it is needed most.

This is a great opportunity for someone who enjoys organisation, accuracy, and supporting a busy team. As an Admin and Data Assistant, you will play an important role in ensuring our systems run smoothly, maintaining high-quality data, and using those systems to ensure accurate information is shared with our stakeholders.

This role will provide essential administrative support for our 'jewel in the crown' event that is our Encephalitis Conference that sees over 500 health professionals educated on encephalitis.

We're more focussed on your aptitude, transferable skills and values than your qualifications and we in return, we offer a supportive, flexible, inclusive workplace where you'll be supported to be the very best you can be.

We encourage all potential applicants to have a chat first so please do get in touch with me on alina@encephalitis.info or 01653 692583.

I look forward to receiving your application and am confident that you would find working with us a highly rewarding and valuable experience.

Alina Ellerington
Director of Services

JOB TITLE – ROLE DESCRIPTION

Job Title: Admin and Data Assistant
Reporting to: Director of Services
Salary: £26k to £26.5k (depending on experience)
Type: Permanent, full-time 35 hours
Base: Hybrid working available (home/our HQ in Malton, North Yorkshire).

SCOPE AND PURPOSE OF ROLE

Encephalitis International is the only resource dedicated to supporting those affected by encephalitis (inflammation of the brain). This inflammation is usually caused by a person's own immune system going wrong or by an infection (like the herpes simplex (cold sore) virus or more recently COVID-19). There are approximately 1.5 million new cases of encephalitis each year.

JOB PURPOSE

To be responsible for Encephalitis International's general administration alongside data admin requirements of the organisation enabling an efficient non-profit.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manage all administration associated with the Encephalitis Conference as directed including abstract coordination, committee meetings, speaker logistics, Eventbrite and marketing opportunities to ensure we reach as many relevant health professionals as possible to promote research and save lives.
- Manage our external Mailchimp communications, ensuring audience tags and segments are up to date alongside setting up templates and coordinating mailings such as our monthly newsletters and conference marketing. This will help us engage with our communities allowing us to achieve our mission.
- Assist with the management of our CRM data record input, ensuring our data is as up to date, accurate and compliant with all GDPR legislation ensuring we can deliver trusted information to our communities.
- Assist with social media cover, alongside admin and editing of our video assets for our YouTube channel, such as our Encephalitis Podcast, ensuring professional content that reaches relevant audiences, raising our profile and awareness of encephalitis.
- Assist with website amends and maintenance as directed by the team, such as updating event, campaign pages, volunteers etc. Having an up to date and fully working website means we can reach more of our community.
- Assist with Health and Safety requirements such as a weekly office alarm testing, emergency lights, risk assessments and other duties as required, ensuring a safe workplace for our team and volunteers.

Key Relationships – Internal & External

The Admin and Data Assistant key external contacts include speakers and committee members of the Encephalitis Conference and attendees. Internally this role will work with all departments but in particular with the research and data teams.

Health & Safety

- Comply with safe working practices as defined by Encephalitis International.
- Complete training as and when required.



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- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any form of discrimination or harassment including sexual harassment.
- Report any accidents, incidents or near misses as soon as reasonably practicable.

General

- Join in the life of the organisation, including becoming involved in events and other activities as appropriate.
- Be aware of and always adhere to the organisation’s policies.
- Attend training including safeguarding as required to meet the requirements of the role.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by your Line Manager or leadership team which are reasonably deemed to be within the scope of the role or necessary for the smooth running of Encephalitis International.

Other

- Always apply Encephalitis International’s values and behaviours to every aspect of the role.
- Protect and enhance the interests and reputation of Encephalitis International internally and externally.

CRITERIA	ESSENTIAL
Qualifications and specific training.	GCSE Levels or equivalent.
Experience	<ul style="list-style-type: none"> • Demonstrable experience of organisation and administration. • Experience of event administration. • Experience of communications systems such as Mailchimp and Youtube. • Experience of CRM systems and websites. • Experience of working with risk assessments and health and safety requirements.
Knowledge	<ul style="list-style-type: none"> • Understanding of CRM and software systems such as Mailchimp. • Understanding of websites systems. • Understanding of health and safety and risk assessments. • Understanding of safeguarding and safer recruitment.
Skills	<ul style="list-style-type: none"> • Highly developed administration and organisation skills. • Highly developed communication skills. • Developed skills in using Microsoft programmes such as Word.
Personal attributes	<ul style="list-style-type: none"> • Highly developed discretion, empathy and a non-judgemental attitude. • Passion and willingness to care about aiding our beneficiaries. • Highly developed attention to detail to ensure our events and admin are as effective as possible. • Self-motivated and ability to work to own initiative. • Inclusive and approachable.
Additional requirements	<p>This role is 37 hours per week, full-time. This role can be fulfilled on a hybrid basis.</p> <p>This role will be required to work unsocial hours and weekends away from your base, or overnight where necessary.</p> <p>This role will be required to complete a basic Disclosure and Barring check.</p>

APPLICATION PROCESS

Please send your CV and supporting statement, telling us why you would like to join our team to alina@encephalitis.info by noon on **Sunday 7th June 2026**. Interviews will take place the following week.

We would encourage you to have an informal discussion before you apply - please call or email Alina Ellerington, Director of Services on 01653 692583 or email alina@encephalitis.info

CONFIDENTIALITY

The post holder must maintain the confidentiality of information about people contacting the organisation, staff and other Encephalitis International partners. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed procedures are carried out to maintain a safe environment for visitors, volunteers and staff. Encephalitis International operates a non-smoking office, and no facilities are provided for smoking.

EQUALITY AND DIVERSITY

Encephalitis International has an equality and diversity policy and strategy in place, and it is the responsibility of all staff to comply with the policy and our goals.

We recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds, particularly where we are under-represented; currently, this includes disabled people, LGBTQ+ and those from Black, Asian and ethnic minority groups.

TRAINING

Encephalitis International encourages personal and professional development and an annual budget is set aside for this purpose every year.

DISCLOSURE AND BARRING CHECK

The offer of the post is subject to a satisfactory disclosure at a basic level.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

ASYLUM AND IMMIGRATION ACT

We will be asking for proof of ID under the Asylum and Immigration legislation.

SAFER RECRUITMENT

Encephalitis International is committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices –the Safer Recruitment policy is included in this pack.



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STAFF BENEFITS

Encephalitis International recognises that being an excellent employer is not based on salary alone and so is proud to offer a range of additional benefits:

- All employees have an enhanced holiday entitlement and to support tenure and continued service employees can gain one days leave per year capped at seven years – totalling 32 days plus bank holidays.
- All employees are entitled to join an excellent pension scheme provided by People's Pension and offering a generous 6% on gross salary contribution by the organisation.
- All employees have access to a free will writing service via our FareWill scheme.
- Employees have access to a healthcare plan through Benenden Healthcare which includes:
 - GP 24/7 Helpline Medical Treatment and Surgery
 - Mental Health Helpline Physiotherapy
 - Care Planning and Social Care Advice Financial Assistance
 - Medical Diagnostics Free online health & wellbeing classes
- Employees and their family members are offered 24/7 counselling via our insurers. These services include: Qualified counsellors who provide free confidential support and advice by phone to employees or their family members who are suffering from emotional upset or feeling worried and anxious about a personal or work-related problem.
- To support employee tenure and continued service, our sabbatical leave plan provides time for renewal and rejuvenation to qualified long-term employees (after seven years' service).
- All employees can access flexi-time (ability to start and finish outside of core hours at your choosing) and hybrid working.
- Enhanced pay for our family friendly, compassionate leave and sickness policies.
- All employees are given a subscription to the CALM app, the #1 App for sleep, meditation and relaxation.
- Regular organisation-wide training and opportunities to connect as a staff/trustee group.
- Encephalitis International is committed to offering employees a fulfilling career and as such encourages them to discuss any training and development needs with their Line Manager.

ABOUT ENCEPHALITIS INTERNATIONAL

Encephalitis International is a life-saving, multi award-winning charity and the only resource of its kind in the world providing direct support and information to people affected by encephalitis and to their family and friends. We receive no Government funding and rely on income raised from individuals, businesses, and grant-making organisations.

LOCATION

Encephalitis International is based in the gorgeous market town of Malton, twixt York and Scarborough. Our offices are a 2-minute walk from the railway and bus station which makes commuting a breeze. We can also help you access a charitable rate for local parking. We are able to offer hybrid working agreements that suit your needs.

OUR MISSION, VALUES & OBJECTIVES

VISION: A world without death and disability from encephalitis.

MISSION: Rebuilding futures around the world by saving lives, accelerating awareness and driving research.



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OBJECTIVES:

- **Educate:** We aim to educate healthcare professionals with the knowledge to recognise, prevent and manage encephalitis effectively, ultimately improving patient outcomes.
- **Empower:** We strive to empower individuals affected by encephalitis, providing them with the expert resources and peer connections needed to rebuild their lives.
- **Expand:** We seek to expand global scientific and medical understanding in the prevention, treatment, and impact of encephalitis. Through collaboration and knowledge-sharing, we can break new ground in the field.
- **Elevate:** By elevating our reach, we aspire to touch the lives of more people internationally, fostering a sense of community.
- **Equip:** Generating income to equip ourselves to deliver our vision effectively.

VALUES: Our core beliefs shape our culture and our work.

Passionate: We are dedicated to making a positive impact in the lives of our beneficiaries

Inclusive: Our aim is for everyone to be respected for who they are and feel supported and empowered.

Changemakers: We create the change in the world that makes life better for our community

WHAT IS ENCEPHALITIS?

- Encephalitis is inflammation of the brain.
- It is caused either by an infection invading the brain or through the immune system attacking the brain in error.
- Anyone can be affected by encephalitis, irrespective of age, gender or ethnicity.
- Mortality rates are high. Survivors are often left with an acquired brain injury, the degree and severity of which will vary.

F.L.A.M.E.S. – OUR LIFE SAVING ACRONYM

Encephalitis is inflammation of the brain.
Early recognition of symptoms can save lives.

F **Flu-Like Symptoms**
Fever, tiredness, nausea, aches and pains.

L **Loss of Consciousness**
Becoming drowsy, confused or unresponsive.

A **Acute Headache**
Head pain that feels different from ordinary headaches, and may include dizziness/blurred vision.

M **Memory Problems**
Forgetting events or struggling to remember things clearly.

E **Emotional or Behavioural Changes**
Acting out of character, hallucinations, unusual fears or suspicions, mood changes.

S **Seizures**
Staring blankly, freezing, stiffening of the body, jerking or twitching movements, and falling to the ground.

F.L.A.M.E.S.
Encephalitis International

Think **Brain in FLAMES**, Think **Encephalitis** www.encephalitis.info/FLAMES



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OUR WORK IN NUMBERS – RECENT CAMPAIGNS AND EVENTS

World Encephalitis Day
22 FEBRUARY

IN NUMBERS

1 LIFE SAVING ACRONYM **F.L.A.M.E.S.**

89.5k SOCIAL ENGAGEMENT

567 PRESS & SOCIAL MEDIA PIECES

884 BILLBOARDS IN 4 COUNTRIES

21.6M TOTAL DIRECT GLOBAL REACH

246.7M TOTAL GLOBAL DIRECT REACH SINCE 2014

Find out more at www.worldencephalitisday.org

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Preventable Encephalitis Campaign

IN NUMBERS

3.7M DIRECT REACH

37 PIECES OF MEDIA COVERAGE

3 NEW CASE STUDIES

2 NEW PODCASTS

1 CLIMATE WEBINAR

www.encephalitis.info/preventable-encephalitis/

Today, we are delighted to welcome over 500 attendees from 78 different countries

ENCEPHALITIS CONFERENCE

- ALGERIA
- ARGENTINA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BANGLADESH
- BARBADOS
- BELARUS
- BELGIUM
- BOLIVIA
- BRAZIL
- CAMEROON
- CANADA
- CHILE
- CHINA
- COLOMBIA
- CZECH REPUBLIC
- DENMARK
- EGYPT
- FINLAND
- FRANCE
- GEORGIA
- GERMANY
- GHANA
- INDIA
- INDONESIA
- IRAQ
- ITALY
- IVORY COAST
- JAMAICA
- JORDAN
- KAZAKHSTAN
- KYRGYZSTAN
- LITHUANIA
- MALAWI
- MALAYSIA
- MEXICO
- MOLDOVA
- MOROCCO
- NEPAL
- NETHERLANDS
- NIGERIA
- NORWAY
- PAKISTAN
- PERU
- PHILIPPINES
- POLAND
- PORTUGAL
- ROMANIA
- RUSSIA
- RWANDA
- SAUDI ARABIA
- SENEGAL
- SERBIA
- SINGAPORE
- SLOVENIA
- SOUTH AFRICA
- SOUTH KOREA
- SOUTH SUDAN
- SPAIN
- SRI LANKA
- SWEDEN
- SWITZERLAND
- THAILAND
- TURKEY
- TURKMENISTAN
- UGANDA
- UKRAINE
- UNITED ARAB EMIRATES
- UNITED KINGDOM
- UNITED STATES
- UZBEKISTAN
- VENEZUELA
- VIETNAM
- YEMEN
- ZAMBIA

SAFER RECRUITMENT POLICY

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees and Trustees of Encephalitis International that aims to:

- attract the best possible applicants to vacancies.
- deter prospective applicants who are unsuitable for work with children, young people, and adults at risk.
- identify and reject applicants who are unsuitable for work with children, young people, and adults at risk.
- ensure all candidates are treated fairly, consistently and in compliance with all relevant legislation.

Recruitment Advertisements

Advertisements for posts will include the statements:

- Encephalitis International is committed to safeguarding children, young people and adults at risk.
- All postholders are subject to satisfactory Disclosure and Barring Service (DBS) checks of different levels depending on the job role.
- Encephalitis International is a Disability confident employer.

Prospective applicants will, as a minimum, be supplied with or given access to the following:

- job description and person specification.
- Encephalitis International's Safer Recruitment Policy.
- Encephalitis International's Recruitment of Ex-Offenders Policy.
- the selection procedure for the post.

Application Process

All applications must be in writing (either on paper or by e-mail). Applicants are asked to send a CV and a supporting statement. We encourage the applicants to have an informal discussion with senior staff at the organisation before applying.

Shortlisting, Selection and References

Short-listing of candidates will be against the person specification for the post and considering the CV and the supporting statement.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face or virtual video meetings. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

Candidates will always be asked the same questions at interview to ensure the selection process is fair and all candidates are treated equally.

Candidates will always be required:

- to explain satisfactorily any gaps in employment.
- to explain satisfactorily any anomalies or discrepancies in the information available.
- to declare any information that is likely to appear on a DBS check.
- to demonstrate their suitability for the position.

References will be sought directly from the referee if a candidate is selected for the role. References or testimonials provided directly by the candidate will not be accepted. Where necessary, referees and/or previous employers, who have not been named as referees, will be contacted by telephone or e-mail, in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children, young people, and adults at risk.
- whether they have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?
- the candidate's suitability for this post.

Employment Checks

All successful applicants are required:

- to provide proof of identity (passport or driving licence).
- to complete a DBS check and receive satisfactory clearance (as per job specification – see below).
- to provide actual certificates of qualifications.
- to provide proof of eligibility to live and work in the UK.

DBS Procedure

A DBS online check is required for each applicant which dictates, depending on the role, whether a basic, standard or enhanced check should be applied for (please see link: <https://www.gov.uk/find-out-dbs-check>). The organisations administrator does this check.

Basic checks are coordinated by the Encephalitis International Administrator – but the individual applies via website www.gov.uk/request-copy-criminal-record, a link with payment information is sent to Encephalitis International's Administrator and the organisation pays the fees. Standard and enhanced checks are coordinated through the Encephalitis International Administrator and Umbrella Organisation. A DBS form and a DBS standard privacy policy declaration (requirement for umbrella organisation – see appendix one) should be completed and signed by the applicant. Identification documents are checked by the Encephalitis International's Administrator.

The organisation will accept previous certificates with the online check system, as long as they meet our requirements as outlined above. All checks are repeated every 3 years.

The results of checks will be contingent on whether the role will be awarded to the candidate. The Chief Executive or Board of Trustees will decide what convictions are an acceptable level of risk for the organisation given the role in question and our work with at risk adults and children.

All information provided for this process will be handled as per our Information Governance Policies which comply with the Data Protection Act 2018. All information will be sent recorded delivery and information kept encrypted and in lockable folders until the certificate is received by the organisation, after which it will be destroyed. Once the check is received, we will store the number with the personnel file for that employee.

For further details, please see link: www.gov.uk/find-out-dbs-check .

Equal Opportunities for Ex-Offenders

Encephalitis International is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

Encephalitis International ensures that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Full details can be found in the Ex-Offenders Recruitment policy.

Successful Candidates

Once recruited, all successful candidates will go through the Encephalitis International induction process and be offered the relevant training. This will include but is not limited to:

- Data Protection Policy.
 - Safeguarding Adults.
 - Safeguarding Children.
 - Health and safety.
 - Lone working.
 - Disability Awareness.
-

Ex-Offender Recruitment Policy

Introduction

The aim of this policy is to state Encephalitis International's approach towards employing people who have criminal convictions. The organisation is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

England and Wales Employees Policy

As an organisation, assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Encephalitis International complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

The organisation undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. Encephalitis International can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Encephalitis International can only ask an individual about convictions and cautions that are not protected. Encephalitis International is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Encephalitis International has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Encephalitis International actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Encephalitis International selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will

contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position. Encephalitis International ensures that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Encephalitis International also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. At interview, or in a separate discussion, the organisation ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Encephalitis International makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

Encephalitis International undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information about conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- Employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.
- All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.
- Applicants can be directed to the [guidance and criteria](#) which explains the filtering of old and minor cautions and convictions which are now 'protected' so not subject to disclosure to employers.

From 28th October 2023, the following updates apply;

Changes to the Rehabilitation of Offenders Act (affecting Basic, Standard and Enhanced checks)

Custodial sentences of over 4 years that are not already excluded (such as life sentences or sentences of imprisonment for public protection), will be able to become spent for the first time. However, to ensure the protection of the public, the changes do not apply to persons sentenced to more than 4 years imprisonment following a conviction for any serious violent, sexual, or terrorist offences listed in Schedule 18 of the Sentencing Act 2020. These convictions will continue to never become spent and will therefore always be disclosed.

In addition, rehabilitation periods for some disposals/sentences will be reduced. For example:

- Custodial sentences of more than 1 year and up to 4 years will now become spent 4 years after the end of the sentence,
- Custodial sentences of up to 1 year will now become spent 1 year after the end of the sentence.
- Community Orders and Youth Rehabilitation Orders will now become spent at the end of the order.

Changes to Filtering Rules (affecting Standard and Enhanced checks)

The Filtering rules that dictate the content of Standard and Enhanced checks will change with the impact of all unspent records always being disclosed. This change will mean that in limited circumstances, some applicants will now see additional unspent records being disclosed. The following scenarios demonstrate the most common circumstances in which additional records will now appear on Standard and Enhanced checks.

Scenario 1: Unspent offence on Standard or Enhanced check

Marvin is a support worker and has applied for a new Enhanced DBS check as part of his employer's re-check policy. His last Enhanced DBS check did not have any information on it. Marvin's new Enhanced DBS check shows a Restraining Order handed down in 1998. The restraining order is 'indefinite' so it has not become spent. It did not show up on Marvin's previous Enhanced DBS certificates because it is more than 11 years old, not for a specified offence, and not a custodial sentence.

Scenario 2: Youth Conditional Caution on Standard or Enhanced check

Yasmin received a Youth Conditional Caution for shoplifting 2 weeks ago. While Youth Conditional Cautions have previously not been disclosed on Enhanced DBS checks, Yasmin's caution will not become spent for 3 months in total and will therefore appear on her new DBS certificate.

Scenario 3: Relevant Orders and 'drag on'

Molly was convicted of Theft and Common Assault on 24 July 2001 and received a Community Order and an indefinite Restraining Order. On 1 November 2023 Molly applies for a job at a care home and is eligible for an Enhanced DBS check with a check of the adults barred list. Molly's DBS check contains all the information from her 2001 conviction, where previously no information was disclosed. This is because the indefinite Restraining Order means that all disposals at that sentencing are also unspent. This aspect of ROA rules is commonly referred to as 'drag on'. Molly could apply to the court to have the Restraining Order removed. At this point all records would become spent and would not be disclosed.

Northern Ireland Employees

Policy

Encephalitis International complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

This policy is made available to all Disclosure applicants at the outset of the recruitment process.

Encephalitis International is committed to equality of opportunity to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

Encephalitis International actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Encephalitis International will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check

In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), Encephalitis International will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned eg the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

Encephalitis International may consider discussing any matter revealed in a Disclosure Certificate. We ensure that all those in Encephalitis International who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request. Having a criminal record will not necessarily debar you from working with Encephalitis International. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.

Scotland Employees Policy

This policy statement relates to higher level disclosures issued by Disclosure Scotland on behalf of the Scottish Ministers under the Police Act 1997 (“the 1997 Act”) and the Protection of Vulnerable Groups (Scotland) Act 2007 (“the 2007 Act”). Higher level disclosures are: the standard and the enhanced disclosure under the 1997 Act, and the scheme record under the 2007 Act.

Under section 122 of the 1997 Act, the Scottish Ministers have published a Code of Practice (“the Code”) which sets out obligations that registered bodies, counter signatories and other recipients of higher-level disclosures must comply with. We comply with the Code and the aforementioned disclosure legislation.

We are committed to equality of opportunity, to following good recruitment practice, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of a previous conviction. We actively promote the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with previous convictions. The selection of candidates for interview will be based on skills, qualifications and experience.

We will use a higher-level disclosure check by Disclosure Scotland only where this is relevant to the particular position or type of regulated work. This will be based on a thorough risk assessment of the position or work and having considered the relevant legislation which determines whether a standard or an enhanced disclosure under the 1997 Act or a scheme record under the 2007 Act (the PVG scheme) is applicable.

Individuals will be made aware that:

- the nature of the position or work entitles us to ask about unspent convictions and certain spent convictions. More information on unspent and spent convictions is available on the Disclosure Scotland website.
- where a standard or enhanced disclosure is deemed necessary, that the position or work will be subject to such a check by Disclosure Scotland.
- where a scheme record under the PVG scheme is deemed necessary, that position will be subject to such a check by Disclosure Scotland.

If we use a criminal record self-declaration form as part of our recruitment practice, we will emphasise to individuals that they should be honest in their response.

When completing the self-declaration form, an individual should reveal any unspent convictions in their name. The individual should also reveal a spent conviction for an offence included in Schedule A1 (Offences which must be disclosed subject to exceptions) of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended) unless, in respect of the Schedule A1 offence:

- I. the individual was under the age of 18 at the date of conviction and at least 7 years and 6 months have passed since the date of conviction, or
- II. the individual was aged 18 or over at the date of conviction and at least 15 years have passed since the date of conviction

Individuals do not have to self-declare any other spent convictions, regardless of the role they have applied for. If a higher-level disclosure provided by Disclosure Scotland does contain information about a spent conviction for an offence other than an offence as set out above, the individual cannot be prejudiced by not having declared it previously.

We will ask that this form be returned under separate, confidential cover, to a designated person in our organisation. We guarantee that this form will only be seen by those who need to see it as part of the recruitment decision-making process.

At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position or work concerned. We will conduct this discussion in line with the “central conversation” approach outlined in the [‘Scotland Works For You’](#) guidance.

We undertake to discuss any matter revealed in a standard or an enhanced disclosure issued under the 1997 Act or a scheme record issued under the 2007 Act with the individual subject of that disclosure before a decision on recruitment is made.

We ensure that all those who are involved in the decision-making process have been suitably trained to identify and assess the relevance and circumstances of disclosure information. We also ensure that they have received appropriate guidance and training about recruitment of individuals with convictions.

We will provide a copy of this policy and the Code to anyone who asks to see it.