



Kendrick School Vacancy Information Pack Governance Officer



Lead, Inspire, Make a Difference

Dear Applicant

It is my great pleasure to welcome you to Kendrick School. Thank you for your interest in our Governance Officer vacancy.

Kendrick School is an 11-18 selective girls' school with academy status. It has a local and national reputation as an outstanding school and has an impressive record of achievement as a centre of excellence for girls' education.

In its last five OFSTED inspections, Kendrick was judged an "outstanding" school. In our most recent inspection in November 2022, OFSTED stated "Pupils and sixth formers are justly proud of their school community. They delight in their learning and truly excel here. One parent spoke for many when reflecting,

'The school does a great job of creating well-rounded, kind, human beings who will hopefully go on to make the world a better place. The academic results are important of course, but far from the only focus.' Inspectors totally agree."

Kendrick is a forward-looking school that grasps the opportunities that present themselves. A love of learning is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is engaging, rich and ambitious. All staff are hardworking and dedicated; students are bright, enthusiastic and curious, they love being at their school.

At Kendrick, students enjoy a rich and varied extracurricular education. The House System provides opportunities for healthy competition with numerous annual house events, which are key activities in the school year. Kendrick Student Leaders work energetically and collaboratively with staff to support this vital community element of the school. In addition, we have a School Council, which discusses and drives change for students.

Safeguarding and students' mental health and wellbeing are prioritised above all else. As stated by [Ofsted in November 2022](#), 'The arrangements for Safeguarding are effective at Kendrick' and 'there is a culture of vigilance' where 'staff care deeply about pupils' wellbeing'.

As part of Kendrick's Widening Horizons strategic initiative, we actively pursue partnerships with schools and businesses in our local area and beyond. These associations benefit the students of Kendrick, as well as those in neighbouring schools. We share our good practice and offer opportunities to work with primary and secondary schools in the Reading area.

Kendrick has been expanding over the last three years, a process that started in September 2020 when an additional 32 students joined the school in Year 7. This year we welcomed the last of the expanded cohorts into Year 7, which completes the expansion, making Kendrick a four-form entry school for Years 7-11. In the [admission process](#), priority is given to pupil premium students and students living in the Reading area, which is called Priority Area 1. Our [Widening Horizons](#) initiative commits us to achieving greater participation and access for students from local primary schools. In July 2024, we were awarded the Sutton Trust Fair School Admissions Award at Gold level. This is a great accolade for the school which we are very proud of.

As the Headteacher of Kendrick, it is my vision to *lead, inspire and make a difference to the lives of girls and young women*. I believe passionately in girls' education and know that Kendrick School affords its students the very best education there is.

Ms Christine Kattirtzi
Headteacher



THE KENDRICK PLEDGE



We, the students, staff and friends of Kendrick School, pledge to uphold the values of friendship, kindness and respect. We promise to stand against prejudice, ignorance and injustice in all its forms, promoting the values of equality, tolerance and justice for all.



WHY WORK AT KENDRICK SCHOOL?

Kendrick School is a welcoming, inclusive and happy community. The Ofsted report November 2022 stated "The Kendrick Pledge emphasises friendship, kindness, respect, equality, tolerance and justice, and these values underpin all that the school achieves. Pupils flourish in this exceptionally caring and inclusive learning environment. Secure, trusting relationships between staff and pupils ensure pupils feel very well supported and safe here. In turn, pupils' excellent behaviour and impeccable manners make Kendrick a very special place to be."

We can offer you:

- Friendly, welcoming and supportive colleagues.
- Highly motivated and engaged students.
- Access to a 24/7 Employee Assistance Programme.
- Training and development.
- Local Government Pension Scheme membership.
- Free onsite parking.
- Access to our swimming pool.

THE ROLE – GOVERNANCE OFFICER

Required for April 2025

£3,566pa (based on 200 hours a year) (FTE £30,060pa)

includes 5 weeks pro-rata paid leave

Kendrick School Academy Trust is seeking a Governance Officer with excellent communication and administrative skills.

The Academy Trust Governance Officer is responsible for overseeing aspects of governance effectiveness and compliance within the trust, ensuring such governance adheres to good practice and meets the relevant statutory and regulatory requirements. This is achieved by:

- Supporting the efficient and effective operation of the trust board and its committees
- Providing advice and guidance regarding governance legislation and procedural matters where necessary before, during and after meetings
- Assisting with the development of the trust's governance framework and driving improvements to its systems, processes and structures

- Advising and coordinating the delivery and ongoing improvement of governance

The successful candidate must be able to work independently and organise their own time whilst working to strict deadlines.

Hours can be worked flexibly in school and at home, but the successful candidate must be available to attend scheduled meetings which take place after school, remotely or face to face. On occasions, meetings may take place in the school holidays.

An application pack, including a job description and person specification, and an application form can be found on our website. For an informal chat about the role please email Mr Charles Ramsden at cramsdn@kendrick.reading.sch.uk. CVs cannot be accepted as a method of application.

Closing date: 9am on Monday 27th January 2025

We reserve the right to close the application process early if a suitable applicant applies and is appointed.

Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer.

THE KENDRICK SCHOOL BOARD OF TRUSTEES

The Board of Trustees is responsible for managing the affairs of Kendrick School which is a charitable company limited by guarantee and is responsible for approving the long-term strategy of the school. The day to day running of the school is largely delegated to the Headteacher.

Trustees at Kendrick School are directors of a company for the purposes of company law; and a charity trustee for the purposes of charity law. As a general principle, they have a general ‘fiduciary duty’ to the Board of Trustees. This means that they have a duty to act honestly, in good faith and in the best interests of the school at all times. They must use the powers granted to them for the purposes for which they were conferred (i.e. to run the school). The Kendrick School Trustee Board is made up of 3 committees – Learning & Teaching, Resourcing, and Performance & Reviewing. The Full Board of Trustees meets 3 times a year, which includes a whole day meeting and each Committee normally meets 6 times an academic year.

For more information on our Trustee Body please visit our website [here](#).

JOB DESCRIPTION

Reports to:	Chair of Trust Board
Grade/Pay Scale:	Band 8 point 17 (depending on qualifications and experience)
Employment Status:	Part time, based on 200 hours per year mostly during school term times + leave entitlement 6-month probationary period
Hours/Place of Work	Currently: Most Trust board and sub-committee meetings take place 4.30pm – 6.00pm in term time. There are usually 19 meetings per year with a mixture of remote and in-school meetings.

	<p>One of the meetings is an annual all-day governor meeting (in term time) There are occasional ad-hoc and/or extraordinary meetings at other times (e.g. appeals, hearings)</p> <p>Hours can be worked flexibly, subject to the overall required timescales of meeting preparation and generation of minutes etc. There is flexibility to work from home or from school, except when attending in-person meetings.</p>
<p>Other Benefits</p>	<ul style="list-style-type: none"> • Local Government Pension Scheme • Free onsite car parking • Use of onsite swimming pool and sports facilities

JOB PURPOSE

The academy trust governance officer is responsible for overseeing aspects of governance effectiveness and compliance within the trust, ensuring such governance adheres to good practice and meets the relevant statutory and regulatory requirements. This is achieved by:

- Supporting the efficient and effective operation of the trust board and its committees
- Providing advice and guidance regarding governance legislation and procedural matters where necessary before, during and after meetings
- Assisting with the development of the trust's governance framework and driving improvements to its systems, processes and structures
- Advising and coordinating the delivery and ongoing improvement of governance

MAIN DUTIES AND ACCOUNTABILITIES

1. Effective organisation and administration of trust board meetings

- Maintain the cycle of trust board and committee meetings with associated 'template' agenda items
- In conjunction with the headteacher and relevant chair prepare, agree and distribute focused agendas for all trust board and trust sub-committee meetings
- Liaise with those preparing papers to ensure they are available on time and distribute the agenda and associated papers.
- Ensure meetings are quorate
- Record the attendance of trustees at meetings and record any apologies
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair for review
- Circulate the reviewed draft to all members of the committee
- Follow-up any agreed action points with those responsible and inform the chair of progress

2. Manage statutory information and governance documentation

The Governance officer (clerk) should be the first point of contact for information and documentation that details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- Maintaining appropriate records of trust board and sub-committee memberships, along with any terms of reference

- Ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (eg on the trust and/or school website) and in line with statutory requirements
- Ensuring that governance-specific risks are included in the trust's risk register
- Providing support to the Company Secretary in the production of the annual report and governance statement published with the trust's annual accounts
- Managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- Developing trust-specific documents such as a governance code of conduct and skills matrix
- Maintaining the trust's online governance portal

3. Oversee governance membership and structure

In order to ensure the efficiency and effectiveness of the trust's governance framework, the governance officer (clerk) shall:

- Ensure the trust board and its committees are properly constituted
- Advise trustees and appointing bodies in advance of the expiry of a trustee's term of office, so elections or appointments can be organised in a timely manner
- Advise the trust board on succession planning
- Chair that part of meetings at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Support the trust board in developing effective and inclusive recruitment practices which promote diversity
- Oversee trustee and academy committee member recruitment and appointment as required, advising on election and appointment procedures
- Organise and coordinate the election of parent and staff trustees
- Develop and operate the trustee induction process
- Advise trustees of relevant training courses and maintain a record of training undertaken

4. Manage Information

- Maintain up to date records of the names, addresses and category of trustees and their term of office
- Maintain a record of trustee DBS checks and ensure these are renewed as necessary
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g., Safeguarding, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of trust correspondence
- Maintain trustee meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Prepare briefing papers as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new trustees relevant to vacancies
- Maintain archive material
- Maintain a register of trustee pecuniary interests and ensure the record of trustees' business interests is reviewed regularly and lodged within the school

5. Policy Management & Development (Optional role scope)

- Maintain a trust policy register and manage the update, review and approval cycle for each policy (circa 80 policies)
- Draft updates to policies through mechanisms such as:
 - Researching appropriate 'model' policies and customising for Kendrick use
 - Liaising with appropriate staff skilled in the particular policy area
- Ensure copies of statutory policies and other school documents approved by the trust board are kept in school and published as agreed, for example, on the website

6. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management

PERSON SPECIFICATION

An enhanced DBS clearance is an essential requirement.

Full training will be given to the right candidate with potential to extend their ability and knowledge and to ensure health and safety standards are met.

	Selection Criteria	
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none">• Education to A Level or equivalent• Equivalent of GCSE passes in English & Maths• Good written & spoken English• Evidence of practical work experience in a similar role	Level 3 certificate in Clerking of School and Academy Governing Boards – ability and willingness to undertake this will be supported
Knowledge/Skills	<ul style="list-style-type: none">• Excellent administrative skills• Excellent communication and interpersonal skills• Proficient in MS Office - able to use majority of system's functions. Utilise ICT to access & communicate information• Be able to prioritise tasks and to be able to show initiative with dealing with day-to-day situations.• Problem solving skills and the ability to apply diplomacy and tact when appropriate• Ability to actively listen in order to assess important information	Awareness of Safeguarding issues

Personal Qualities	<ul style="list-style-type: none"> • Confident and professional • Able to work flexibly to support others and respond to unplanned situations • Able to work constructively as part of a team • Able to appropriately deal with confidential information • Efficient and meticulous in organisation • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the school's ethos, aims and its whole community 	
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SAFEGUARDING AT KENDRICK SCHOOL

At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged. As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every two years and refresher training every year
- New staff receive training within one month of joining Kendrick

SAFER RECRUITMENT POLICY

The Headteacher and Trustees of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in our [Safeguarding and Child Protection Policy](#) and [Keeping Children Safe in Education \(September 2024\)](#)

Introduction

The Safer Recruitment statement sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults;
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

At least one interview panel member has completed the statutory Safer Recruitment Training.

Advertising Roles and Inviting Applications

- All recruitment advertisements will include the statement: *Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer.*
- Prospective applicants will be supplied, as a minimum, with the following on our website:
 - An application pack which includes:
 - A job description;
 - A safer recruitment statement;
 - Information on how to complete the application form and how to apply.
 - Application Form - all prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history. We will not accept CVs as a method of application.

Shortlisting and References

- Short-listing of candidates will be against the Job Description and Person Specification for the post.
- The application form will be scrutinised for any safeguarding concerns, and if these exist, will be raised with the applicant at interview.
- Where requested and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- All referees will be contacted by telephone in order to clarify any anomalies or discrepancies and to verify the identity of the referee. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions regarding:
 - The candidate's suitability for working with children, young people, and vulnerable adults;
 - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and vulnerable adults;
 - The candidate's suitability for this post.
- Applicants who are invited to interview must provide a signed Declaration of Convictions form before attending the interview. They will be required to sign a hard copy on arrival at the school.
- We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.

The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require, as a minimum, an interview of short-listed candidates.
- Interviews will always be face-to-face.
- The selection process will involve:
 - A formal interview with the Headteacher and Head of Department or line manager. A trustee will be part of interviews for Head of Department roles and above
 - An informal interview
 - A lesson observation or task
 - A student panel, supervised by a member of staff

- A safeguarding interview with the Deputy Safeguarding Lead or a Deputy Designated Safeguarding Lead where candidates will be required to:
 - Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.
 - Declare any information that is likely to appear on a DBS;
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
 - Explain satisfactorily any gaps in employment;
- Kendrick School will always:
 - Confirm the outcome of the interview to the applicant within one week
 - Give feedback on the interview if requested by the applicant

Employment Checks

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks. As a minimum Kendrick School will undertake the following:

- Verify a candidate's identity. It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name.
- Obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children).
- Verify the candidate's mental and physical fitness to carry out their work responsibilities
- Verify the person's right to work in the UK, including EU nationals.
- If the person has lived or worked outside the UK, make any further checks as appropriate
- Verify professional qualifications, as appropriate.

Induction

All staff joining Kendrick School will be required to:

- Complete the online NSPCC Child Protection training within two weeks of joining the school
- Receive specific Kendrick School safeguarding training with the DSL
- Sign a declaration to confirm they have read and understood the following policies and documents:
 - Keeping Children Safe in Education (KCSIE)
 - Kendrick School Safeguarding and Child Protection policy
 - Confidentiality policy
 - Whistleblowing policy
 - Code of Conduct policy
 - Health and Safety policy
 - Internet and E-Safety policy

HOW TO APPLY

- Please complete the application form which you can download from our website using the guidance notes below. **CVs will not be accepted as a method of application.**
- Send the completed form to aemberson@kendrick.reading.sch.uk by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.
- Shortlisted candidates will be sent a Disclosure of Convictions Form to complete which must be returned completed at least one day before the interview.

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

(Only the sections marked with an asterisk (*) will have guidance notes below)

Personal Details

Please enter your personal details fully so we may contact you about your application.

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

Teacher reference number (if applicable): This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a ECT we recognise that you may not have received your teacher reference number at the time of application.

References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. The second referee should be a different organisation from the first referee. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee, please expect to be questioned about the reason for this prior to interview. If you have ever worked with children, in a paid or voluntary capacity, a reference will be obtained from the person or organisation that employed you.

Early Careers Teachers (ECTs) (if applicable): ECTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

Internal Applicants: Internal applicants should provide the name of one or two referees as stated in the advertisement. One of the referees should be your line manager. However, the Headteacher or Deputy Headteacher cannot be named as a referee.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with government guidance for Safer Recruitment written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification.

Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

Disclosure of a Criminal Record (to be completed if you are shortlisted for interview)

IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of “spent” convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

Obtaining police checks for period lived outside the UK

If you have **lived outside the United Kingdom (UK) for a period of more than 12 months or more in the past 10 years, while aged 18 or over** you will be required to provide a satisfactory police check from that country(s) to cover that period.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you, please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](#) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

Filtering of Cautions and Convictions

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;

- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](#).