

Common Law Police Disclosure of Information in Circumstances of Occupational Risk Policy & Procedure

OFFICIAL

Government Security Classification Scheme	<i>Policy section:</i> OFFICIAL - Force website approved <i>Procedure section:</i> OFFICIAL - Force website approved* *personal info redacted appendix E
Department of Origin	Criminal Justice
Policy Holder	Head of Criminal Justice
Policy Author	Head of Criminal Justice
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Policy

Statement

The Notifiable Occupations Scheme (NOS) set out in Home Office Circular 06/2006 has now been withdrawn. The previous scheme was deemed as potentially unlawful as it provided for blanket disclosure and was likely to be in breach of both the [DPA](#) and [Article 8 of the European Convention of Human Rights](#) (ECHR).

This guidance sets out the new arrangements under the Common Law Police Disclosure Scheme (CLPDS) for disclosing upon arrest, VA or charge, information to employers or regulatory bodies where an urgent pressing social need can be established relating to the access that individual has to other people, by virtue of their employment or voluntary role and the nature of the offence.

The aim of this policy is to outline the narrow scope for the police to use their professional judgement to make common law-based disclosures in circumstances where they consider this to be necessary to support public protection. This complements but remains separate from the statutory [Disclosure and Barring Service](#) arrangements.

An ‘urgent pressing social need’ is not defined but will involve the safeguarding or protection from harm of an individual, a group of individuals or society at large, particularly vulnerable adults and children. The ‘pressing social need’ threshold for making a disclosure under common law powers is the same as that required for the disclosure of “approved information” in accordance with the provisions of [Part V of the Police Act 1997](#) (as amended). This principle was established by the Supreme Court ruling in [R \(on the application of L\) \(FC\) \(Appellant\) v Commissioner of Police of the Metropolis \(2009\)](#). It is therefore recommended that Disclosing Officers apply the joint ACPO/DBS agreed “Quality Assurance Framework” (Occupation Disclosure Risk Assessment – ODRA) methodology in determining what, if any, information will be disclosed.

The procedure document that accompanies this policy, explains the roles and responsibilities and current advice about how the process should be completed.

Aim

The aim of this policy is to clearly define the Force’s current approach to dealing with circumstances where a person who has come to notice represents a clear risk to children, vulnerable persons or the wider public in their occupation or voluntary setting by virtue of their alleged offending.

Disclosure should be made at the earliest opportunity to mitigate risk.

- a) In circumstances of pressing social need, notification will take place as soon as practicable from when a risk is identified regardless of the point at which an investigation or the criminal justice process is at. Ultimately the OIC will take responsibility for commencement of this process.
- b) The Data Access Team Leader (PNC & Data Access Unit will act in an advisory capacity and as a single point of contact where necessary.

The above will be subject to a written relevance and proportionality test and approval by a Chief Officer rank prior to any notification.

Objectives

- a) To safeguard vulnerable people and show how the force contributes to this.
- b) To establish consistent and auditable methods of identification and recording of a suspect's occupation or voluntary role.
- c) Early establishment of potential risk posed.
- d) Ensure early mitigation and document evidence of the decision-making process at all the required stages of the process.
- e) All Officers to possess a basic understanding of the process and the role they play in being responsible for the necessary actions with regards to the requirements.
- f) PNC & Data Access Unit to collate notifications for disclosure and monitor performance. The Data Access Team will deal any subsequent enquires from the employing body.

Application & Scope

The Head of Criminal Justice will own the policy and be responsible for its governance.

The Officer in the Case (OIC) of a VA or the Custody Sgt / Detention Officer regarding an Arrestee, will be responsible for the accurate identification and recording of all suspect's occupations and voluntary work.

On all occasions whether an in-custody case or VA, the OIC will complete Section 1 of the application procedure (ODRA document).

In Custody cases will fall to the duty Custody Inspector for the completion of Section 2. They will be responsible for quality assurance, supporting comments and onward dissemination to the Force Incident Manager.

VA Cases will fall to the respective OIC's Inspector for the same process.

The Force Incident Manager will complete Section 3 of the ODRA and add their rationale comments. Where in agreement they will forward the document to Chief Officers for approval. On

Chief Officer approval, PNC & Data Access supervision will be responsible for notification to the employing body by telephone, email, or mail.

Where there is an immediate risk the relevant Inspector should notify the employing body via telephone, but only after seeking authorisation from the Force Incident Manager.

Outcome Evaluation

Success will be measured as detailed below:

Outcome	Measurement
To establish consistent and auditable methods of identification and recording of a suspect's (or voluntary work) and documentary evidence of the decision-making process at all the required stages of the process. Timely disclosure in circumstances of 'pressing social need' to mitigate risk.	Custody Staff or OIC for VA, must ensure that the subject person provides details of their occupation and/or voluntary work, and their employer's details. The OIC will be responsible for the initial decision-making process and take appropriate action in terms of triggering disclosure in the case of pressing social need / immediate risk.
The existence of a recognised Force single point of contact.	Data Access Disclosure Analyst under the PNC & Data Access Manager is responsible for responding to subsequent enquiries after initial disclosure is made.

Procedure

Version History

Version Number	Date	Detailed rational behind amending/updating policy or procedure.	Policy Owner Details	Policy Author Details
1.1	03/05/12	Cosmetic changes made following review. Includes updated logo and formatting to corporate standard.		
1.2	05/07/12	Revised contact lists and process map added at Appendices 1 & 2.		
1.3	28/10/14	Policy revised entirely from the provisions of the Notifiable Occupations Scheme (HO 06/2006) to Common Law Police Disclosure of information in circumstances of Occupational Risk (Provisions to supersede the Notifiable Occupations Scheme) as approved by NPCC CCC on 19 th March 2014.		
1.4	31/10/15	Policy revised, cosmetic changes made to update department and Disclosure sections new title. To include Detention Officers within Custody Suites.		
1.5	07/03/16	Policy revised, update made to responsibilities of Custody Staff and OIC of VA.		
1.6	14/03/16	Policy updated with responsibilities of the PNC & Data Access Department.		
1.9	06/09/16	Totally Revised for new business processes		
1.10	11/05/17	Changes to PNC Bureau operating hours		
1.11	15/01/19	Update contact details Appendix E		
1.12	27/09/22	Updated		
1.13	14/08/24	Cosmetic changes made following review. Includes new force logo, revision of recognised force terminology, new process, new process map & LADO Process consideration. 5/6/25 - Updating of formatting to match current Force standard template. <i>Inclusion of Leadership & Me wording within Policy</i>	Head of CJ	Head of CJ

		<i>section; Addition of some paragraph numbering for consistency; addition of hyperlinks to items referenced which are available online.</i>		
1.14	09/06/26	Removal of Leadership & Me following change to force strategy; general formatting refresh (no change to review date)	Head of CJ	Head of CJ

1. Introduction

- 1.1 The following sections compliment this Force Policy and are designed to describe the procedures that Merseyside Police will follow to comply with it.

2. Background

- 2.1 The Notifiable Occupations Scheme (NOS) set out in Home Office Circular 06/2006 has now been withdrawn. The previous scheme was deemed as potentially unlawful as it provided for blanket disclosure and was likely to be in breach of both the [DPA](#) and [Article 8 of the European Convention of Human Rights](#).

- 2.1.1 The police have a Common Law power to share information with third parties where a policing purpose is established (with each case being considered on its own merits). A policing purpose is defined under the [MoPI Code of Practice](#) as:

Protecting life and property; preserving order; preventing the commissioning of offences; bringing offenders to justice; and any duty or responsibility of the police arising from common or statute law.

- 2.1.2 The general position is that the police should maintain the confidentiality of personal information, but legal opinion supports the disclosure of information about an individual to their Employer or Qualified Regulatory Body (QRB) where an urgent pressing social need can be established, and the public interest outweighs the duty of confidentiality.

3. Framework

3.1 Ownership

- 3.1.1 The Head of Criminal Justice (CJ) will own this Policy & Procedure and be responsible for its governance.

3.2 Management

- 3.2.1 Disclosure of information to employers or licensing, regulatory or professional bodies will be the responsibility of the Head of the CJ providing the Officer in the case (OIC) has followed the correct notification process and has been approved by a Chief Officer.
- 3.2.2 The PNC & Data Access Manager (PNC & Data Access Department) will provide a coordination role for all aspects of disclosure as single point of contact for the Force after initial early and approved disclosure has taken place.
- 3.2.3 The Senior Officer in charge of Force Custody facilities will be accountable for ensuring the accurate identification and recording of all suspect's occupations and voluntary work.
- 3.2.4 The OIC is responsible for ensuring the accurate identification of occupation for Voluntary Attendees.

4. Processes

- 4.1 The National Police Chiefs Council (NPCC) advises that disclosure should be made at arrest (or voluntary attendance or when information first comes to light) and not delayed until charging. A decision to disclose will be made on a case-by-case basis but as a rule, information will only be disclosed when it is relevant, necessary, and proportionate to do so having regard to all the circumstances in the case and the identified risk to the public. Whilst this policy looks at disclosure at the point of VA or arrest this should be subject to regular review and in the light of any changing circumstances – for example in a case where a decision has been made not to disclose when someone is bailed but later information comes to light which results in a charge.

Where it is intended to make a disclosure to an employer, it is good practice to advise the individual at the time as this will allow them to make representations and to consider informing their employer themselves.

The main processes are:

- a) Merseyside Police will ascertain if the individual is involved in any relevant employment or voluntary work in which the circumstance of the occurrence informs a perceived immediate risk or pressing social need that the individual poses in that role.
- b) If information is disclosed it will contain only information felt to be relevant and proportionate for the purpose.
- c) If further information is requested by the third party following a disclosure it should be referred to the PNC & Data Access Department (Dataprotection@merseyside.police.uk) for a further response.
- d) The police will not generally provide details of previous offences.

- e) The single point of contact (SPOC) in Merseyside Police are the PNC and Data Access Supervisors (PNC & Data Access Unit) who will manage responses to subsequent requests, providing advice and assistance where requested. The team will review decisions around non-disclosures monthly, which will be highlighted to CJ Command Team for learning and review.
- f) Any relevant Notifiable Occupations that have not been acted upon the PNC & Data Access Unit will highlight to the OIC by a Niche Task as a reminder of their responsibility. Any patterns of non-compliance identified will be notified to the relevant Chief Inspector.
- g) To undertake all functions in accordance with the [MoPI Code of Practice](#) and guidance.

- 4.2 Officers and staff must comply with the processes illustrated in [Appendix A](#) and the Occupation Disclosure Risk Assessment (ODRA) as illustrated in [Appendix B](#) to this report.

5. Notification Process

A list of scheduled occupations from the [Rehabilitation of Offender's Act 1974](#) for consideration of disclosure is available at [Appendix D](#). However, this list is not exhaustive and other occupations should be considered where appropriate.

Only a small number of occupations are deemed mandatory for notification. These are highlighted as default disclosure in [Appendix D](#).

The relevancy of a pressing social need where it relates to military personnel is extremely difficult to carry out in practice, however, the nature of such positions, requires individuals to have access to firearms on a regular basis and carry a significant level of personal responsibility. With such responsibility comes an expectation that commanding officers will be made aware of arrests and so in accordance with the [Information Commissioner's Office](#) (ICO) guidance, there is still a requirement to 'blanket disclose' where it relates to Armed Forces personnel.

5.1 Recording of Occupation

Responsibility for Recording of Occupation and employer details in Niche will lie with Detention Officer or Custody Sergeant for Custody Cases and Officer in the Case (OIC) for VA cases. Where practicable contact numbers and details of line managers should be obtained.

5.2 Consideration of Notification

- 5.2.1 This is the responsibility of the OIC having regard to all the circumstances in the case whether disclosure should be considered based on an identifiable risk to the public or

social pressing need and the relevancy of the alleged offence balanced against necessity and proportionality by disclosing.

5.2.2 Where notification has been considered in line with the above and disclosure is not required an entry must be made in the remarks field on the Employment/Occupation tab stating the reason not required. As above this decision needs to be continually reviewed considering any changes in circumstances.

5.2.3 For in custody cases the remarks field is to be completed by the Custody Sergeant. For VA cases the OIC's line manager (if not already a Sergeant or above) will be responsible. In all cases the national decision-making model will be used.

5.3 Notification Procedure

- a) Where notification is deemed necessary, following the prompting of the Custody Sergeant, the OIC must complete Section 1 of the ODRA (Occupation Disclosure Risk Assessment) with reference to attestation points of consideration in line with NPCC guidance, bring it to the attention of the relevant Inspector.
- b) The ODRA (Occupation Disclosure Risk Assessment) provides a record of the request for disclosure and will be used for auditing purposes.
- c) The relevant Inspector will complete Section 2 of the ODRA and either support the disclosure or return it to the OIC for amendment or refusal.
- d) If disclosure is approved the relevant Inspector will notify the Force Incident Manager. Initial contact will be by telephone followed by an email containing the Niche Occurrence Number where the ODRA can be found.
- e) The Force Incident Manager will complete Section 3 of the ODRA and if approved will forward the ODRA with completed rationale via email to the Duty Chief Officer for consideration of approval. (If not approved by the Force Incident Manager, they will forward it to the PNC & Data Access Unit via email: CLPD.PNCBureau@merseyside.police.uk).
- f) The duty Chief Officer will be responsible for making the final decision to notify the employer, completing the ODRA with a conclusion. The duty Chief Officer will then return the ODRA to the Force Incident Manager who will add it onto Niche and email it to the PNC & Data Access Unit via email: CLPD.PNCBureau@merseyside.police.uk.
- g) The PNC & Data Access Supervision will be responsible for notifying the employer by telephone, between 08:30 – 16:45 hours Monday – Friday. Outside of these hours where disclosure may be time critical the relevant Inspector will be responsible for notifying the employer justifying the rationale on the ODRA. Details of the call must be recorded on the OEL.
- h) In all cases, either approved or not supported, all documents **must** be forwarded to the PNC & Data Access Unit via email: CLPD.PNCBureau@merseyside.police.uk who will if required and if not done so already, scan the ODRA into Niche on the Person Record. Where approved the PNC Bureau will notify the employer by letter as per

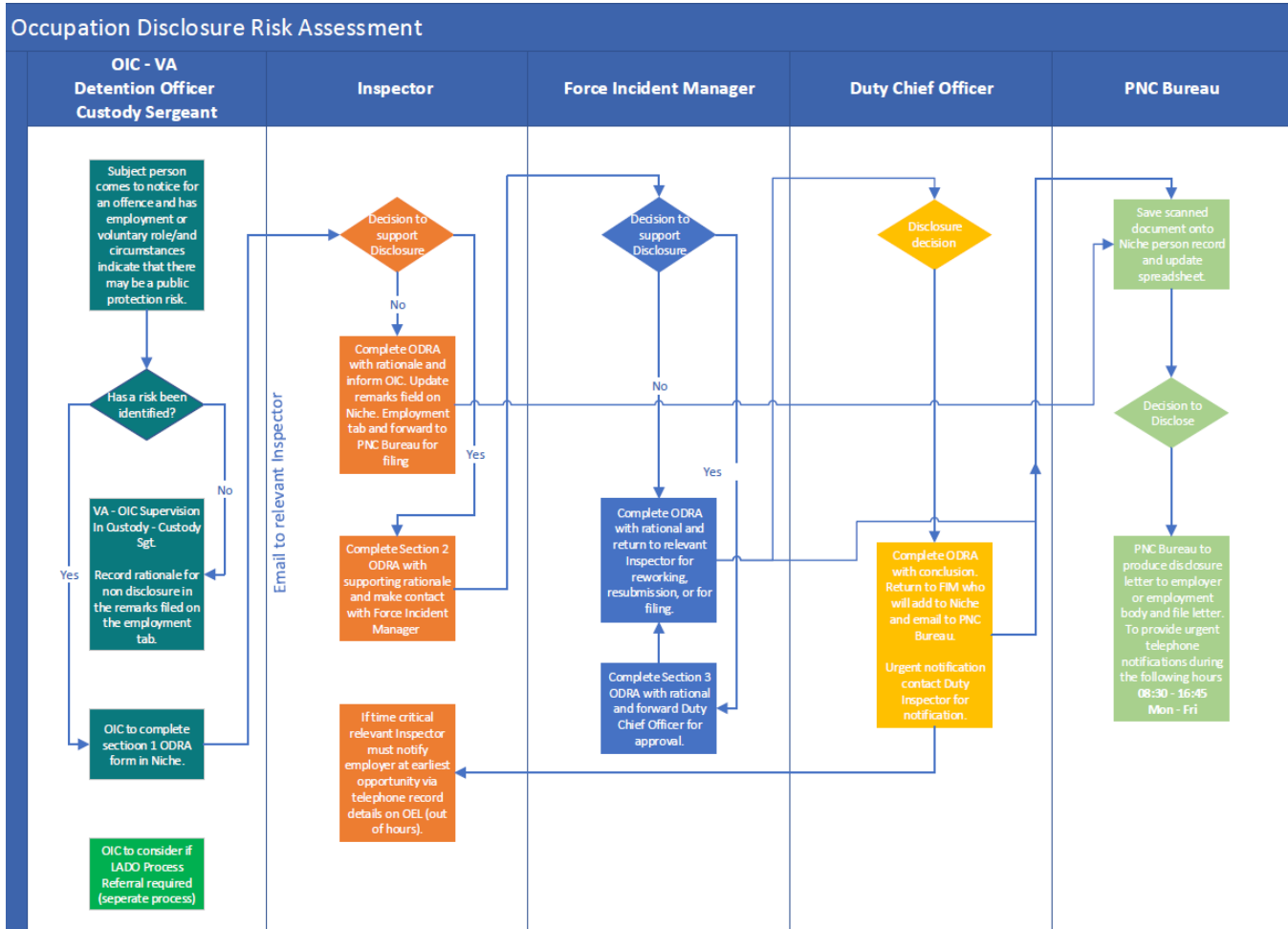
[Appendix C](#). The PNC & Data Access Unit will also collate statistics regarding all disclosures for scrutiny and auditing purposes.

- i) LADO Process – in some cases there may be a requirement for a LADO referral (LADO – Local Authority Designated Officer). The LADO process is in addition to an ODRA document and the ODRA must also be completed.

The full process is documented as a flow chart in [Appendix A](#).

Appendices

Appendix A - Common law police disclosure (CLPD) – Process Map



Appendix B - Occupation Disclosure Risk Assessment (ODRA) Document

[Disclosure and Barring Service](#)

Appendix C - Template Letter

Our Ref: CLPD/

Date:

Private and confidential

Dear

Merseyside Police – Common Law Police Disclosure Procedure.

Notification of Arrest/Charge/Voluntary Attendance – pre-conviction.

Name:

DOB:

Address:

Occupation/Role:

I am writing regarding the above named who we understand is either employed by you, performs a voluntary role with your organisation, or is employed/volunteers in activity for which you are a Regulatory Body or have oversight responsibilities.

The information disclosed to you below is provided under the Common Law to address a “pressing social need” and it may indicate that the subject of the disclosure presents a potential risk to others due to the role that they currently perform. It is a matter for you to determine what action, if any, is necessary to mitigate any risks that are evident to you because of this disclosure. In making this disclosure Merseyside Police has considered both the relevancy and proportionality of so doing.

The information we are providing is:

Date:

Time:

Location:

Information:

Add Text Here -

This information is sensitive personal data as defined by Section 2, Part 1 of the Data Protection Act 1998, and as such, you must treat it in **strict confidence** and in accordance with the provisions of that Act.

The information is provided for the specific purpose of informing you of a potential risk and your subsequent assessment of that risk. This letter should not be further disseminated without the permission of Merseyside Police or a Court Order. It should not be copied, its contents should not be discussed or shown to other people unless they are directly involved in the risk assessment resulting from the disclosure. The letter should be kept in a safe place, only retained as long as necessary for the intended purpose and should be safely destroyed when no longer required or no longer warranted under the terms of the Act.

If the subject of the disclosure is performing a role that is Regulated Activity as defined by the Safeguarding Vulnerable Groups Act 2006 (as amended) there may be a statutory requirement for you to refer the matter to the Disclosure and Barring Service. If no statutory requirement exists, then you may consider it appropriate to nonetheless make a discretionary referral.

Should you require any further information you will need to evidence a statutory provision that will enable it to be provided, and forward your request to the PNC & Data Access, Data Access Unit, SAR, P.O. Box 2122, Liverpool L3 3YW or email to dataprotection@merseyside.police.uk. Merseyside Police reserves the right to charge a fee to cover the costs of any subsequent provision of information. Guidance for employers and regulatory bodies can be found at the following government website.

[Common Law Police Disclosure - GOV.UK](#)

Yours sincerely

Signed

Appendix D - Occupations as provided in Home-Office Circular 06/2006

There are 2 tables below. The first table is an alphabetical list by occupation of Notifiable Occupations with an abbreviation for the professional or regulatory body or employer to which notification will be made in the Organisation Column. The second table identifies the name of the relevant organisation from the abbreviation in table 1.

Table 1

Occupation	Default disclosure	Organisation**
Air Traffic Controllers		CAA
Aircraft Engineers		CAA
Aircraft maintenance Engineers		CAA
Airline Pilots		CAA
All staff and contractors of UK Atomic Energy Authority (UKAEA)		OCNS
All staff and contractors of BNFL aka British Nuclear Group (BNL)		OCNS
All staff and contractors of Urenco		OCNS
All staff and contractors of UK Nirex		OCNS
All staff and contractors of British Energy		OCNS
All staff and contractors of Amersham (GE Healthcare)		OCNS
All staff and contractors of Ascot Research Reactor		OCNS
Ambulance Staff		LAS or employer
Ancillary staff in any type of school or F.E. inc caretakers		Employer
Ancillary Staff in Further Education		
Ancillary Staff School		
Army inc. Army reserve and Territorial Army	Yes	SPCB
Arts Therapists		HPC
Assistant Air Traffic Controllers		CAA
Bar Students		Bar Council
Barristers		Bar Council
Bingo Directors of companies		GC
Bingo Managers		GC
Biomedical scientists		HPC
British Telecom employees		BT
Care Managers		Employer
Care workers in special or residential schools		NISCC
Care workers in special or residential schools		Employer
Casino Cashiers		GC
Casino Croupiers		GC

Casino Dealers		GC
Casino Directors of companies		GC
Casino Executives		GC
Casino Inspectors/Pit bosses		GC
Casino Managers		GC
Casino Security officers		GC
Casino Supervisors		GC
CCTV Operators		SIA
Chartered Clinical Psychologists		BPS
Chartered Counselling Psychologists		BPS
Chartered Educational Psychologists		BPS
Chartered Forensic Psychologists		BPS
Chartered Health Psychologists		BPS
Chartered Neuropsychologists		BPS
Chartered Occupational Psychologists		BPS
Chartered Psychologists		BPS
Chartered Sport & exercise Psychologists		BPS
Child Minder		ONBU
Chiropodists/podiatrists		HPC
Chiropractic Physician/Doctor of Chiropractice		GCC
Chiropractic practitioner		GCC
Chiropractitioner		GCC
Chiropractor		GCC
Civil Servants		SPD
Clinical scientists		HPC
Crèche Manager		ONBU
Day care worker with children and/or adults		NISCC
Dental hygienists (enrolled)		GDC
Dental hygienists (students)		GDC
Dental therapists (enrolled)		GDC
Dental therapists (students)		GDC
Dentists (registered)		GDC
Dentists (students)		GDC
Department Practitioners		HPC
Dieticians		HPC
Dog Handlers		SIA
Domiciliary (home) care worker with children and/or adults		NISCC
Domiciliary Managers		CCfW
Domiciliary Workers		CCfW
Door supervisors		SIA
Driver of social care users		NISCC
Driving Instructors (approved or potential)		DSA

Education Welfare Officer		NISCC
Enrolled students (solicitors)		SRA
Environmental Technical Officer		NISCC
Escort Custody Officers		YJB
Family support worker		NISCC
Farriers		FRC
Gaming machine sellers/suppliers		GC
Health Visitors - including those registered with NMC but not practising		NMC
Holiday play scheme leader (manager)		ONBU
Independent School Proprietors		Employer
Instructors		GTC
Key holders		SIA
Licensed Aircraft Engineers		CAA
Lottery Companies Director of external lottery Manager companies		GC
Lottery promoters		GC
Magistrates		OJC
Manager of a domiciliary care service		NISCC
Manager of day care centre		NISCC
Manager of residential care home		NISCC
Managing Clerks		SRA
Medical Students		GMC
Midwives		NMC
Nursery Manager		ONBU
Nursery Nurse		
Nursery owner		ONBU
Nursery supervisor		ONBU
Nurses		NMC
Nurses employed in the care sector		Employer
Occupational Therapists		HPC
Opticians (dispensing)		GOC
Opticians (registered student dispensing)		GOC
Optometrists (Ophthalmic opticians)		GOC
Optometrists (registered student)		GOC
Orthoptists		HPC
Osteopaths		TGOC
Paramedics		HPC
Passenger Carrying Vehicle drivers		DVLA
Person in charge of a Nursery		ONBU
Personal Adviser (working with young people)		NISCC
Persons employed in care of children in children's homes		Employer

Persons employed in care of children in community homes		Employer
Persons employed in care of children in Nurseries		Employer
Persons employed in care of children in probation		Employer
Persons employed in care of children in probation hostels		Employer
Persons employed in the care of adults as Care workers		Employer
Persons employed in the care of adults in Adult placement schemes		Employer
Persons employed in the care of adults in Care Homes		Employer
Persons employed in the care of adults in hospitals, clinics, Medical Agencies or NHS bodies		Employer
Persons employed in the care of adults in own home where the person needs personal care due to incapacity		Employer
Pharmacists		GPC
Pharmacy students (pre-registry)		GPC
Pharmacy technicians		GPC
Physiotherapists		HPC
Playgroup leader		ONBU
Police accredited personnel		Force PSD
Police Officers – Own force only		Force PSD
Police staff including Traffic wardens if employed by police		Force PSD
Princess Mary's RAF Nursing Service		SPCB
Prison Officers		SPD
Probation Officer		
Probation Officer		NISCC
Probation Officers for adults		SPD
Proprietors of Independent schools		Employer
Prosthetists/orthotists		HPC
Pupil barristers		Bar Council
Queen Alexandra's Royal Auxiliary Nursing Corps		SPCB
Queen Alexandra's Royal Navy Nursing Service		SPCB
Radiographers		HPC
Registered Medical Practitioners		GMC
Rehabilitation Officer for the blind		NISCC
Residential Adult Care Managers		CCfW
Residential Adult Care Workers		CCfW
Residential care workers with children and/or adults		NISCC
Residential Childcare Managers		CCfW
Residential Childcare Workers		CCfW
Royal Air Force and reservists	Yes	SPCB
Royal Mail Employees		RM
Royal Marines inc. RM reserve	Yes	SPCB
Royal Navy	Yes	SPCB

Royal Navy reserve	Yes	SPCB
Secure training centre staff		YJB
Security Guards (static and patrol)		SIA
Social Services employee		GSCC then HCPC w.e.f. 01/08/2012
Social work assistant (N. Ireland)		NISCC
Social work degree students (Wales)		CCfW
Social work student		GSCC then HCPC w.e.f. 01/08/2012
Social work student (Wales)		CCfW
Social work student (N. Ireland)		NISCC
Social Worker		GSCC then HCPC w.e.f. 01/08/2012
Social Worker (Wales)		CCfW
Social Worker (N. Ireland)		NISCC
Solicitors		SRA
Solicitors' employees		SRA
Speech and language therapists		HPC
Staff of any type of care home or employed in the care sector		Employer
Store detectives		SIA
Taxi drivers		LLA
Teacher		GTC
Teacher (student)		GTC
Teacher (trained overseas)		GTC
Teachers (students) (F.E.) *		IFL
Teaching assistants		Employer
Trainee solicitors		SRA
Trainers (F.E.) *		IFL
Tutors (F.E.) *		IFL
Vehicle Immobilisers		SIA
Veterinary Practitioners		RCVS
Veterinary Surgeons		RCVS
Youth workers in Youth Service		NISCC
Youth workers in Youth Service		Employer

** Key to Abbreviations of Organisations		Abbreviation
Bar Council		Bar Council
British Psychological Society		BPS
British Telecom		BT

Civil Aviation Authority		CAA
Care Council for Wales		CCfW
Driving Standards Agency		DSA
Driving Vehicle Licensing Authority		DVLA
Name of employer at time of offence or present		Employer
Force Professional Standards Department		Force PSD
Farriers Registration Council		FRC
Gambling Commission		GC
General Chiropractic Council		GCC
General Dental Council		GDC
General Medical Council		GMC
General Optical Council		GOC
General Pharmaceutical Council		GPC
Health and Care Professions Council (HCPC) becomes their regulatory body.		GSCC
General Teaching Council		GTC
Health Professionals Council. Becomes Health and Care Professions Council w.e.f. 01/08/2012.		HPC (HCPC)
Institute for Learning		IFL
London Ambulance Service		LAS or employer
Local Licensing Authority		LLA
Northern Ireland Social Care Council		NISCC
Nursing and Midwifery Council		NMC
Office for Civil Nuclear Security		OCNS
Office for Judicial Complaints		OJC
Ofsted National Business Unit		ONBU
Royal College of Veterinary Surgeons		RCVS
Royal Mail		RM
Security Industry Authority		SIA
Service Police Crime Bureau		SPCB
Security Policy Division		SPD
Solicitors Regulation Authority		SRA
The General Osteopathic Council		TGOC
Youth Justice Board for England & Wales		YJB

* Referrals to Institute for Learning include those in the following: Teacher's trainers or tutors for The Adult and Community Learning Services, The Emergency Services, Public Services, Further Education Colleges, The M.O.D. The Armed Services, The IFL Voluntary Sector, Work based Learning.

Appendix E – Professional Body Contact Details

Professional Body	Address, Telephone, Email
Bar Council	NOC: [redacted] Complaints Manager, Conduct Committee, Bar Standards Board, The Bar Council, 289-293 High Holborn, London WC1V 7HZ. T-0207 611 1444
British Psychological Society	NOC: [redacted] Professional Conduct Officer, The British Psychology Society, Memberships & Qualifications Directorate Manager, 48 Princess Road East, Leicester, LE1 7DR Tel:0116 252 9517/Fax:0116 247 0787
British Telecom	BT Personnel Security Vetting Manager, BT Security (Government), ppA6F, BT Centre, 81 Newgate Street, London EC1A 7AJ
Care Council for Wales	Care Council for Wales South Gate House, Wood Street, Cardiff CF10 1EW Tel: 0300 30 33 444 Email: info@ccwales.org.uk
Civil Aviation Authority	Civil Aviation Authority NOC: [redacted], Head of Enforcement, Civil Aviation Authority, CAA House, 45-59 Kingsway, London WC2B 6TE Email: [redacted]@caa.co.uk Tel: 020 7453 6191 Fax: 020 7453 6175
Driving Standards Agency	[redacted], Registrar of Approved Driving Instructors, Driving Standards Agency, The Axis, 112 Upper Parliament Street, Nottingham, NG1 6LP
Driving Vehicle Licensing Authority	DVLA NOC: [redacted], Head of Section, Police Liaison Officer, D7 DVLA Swansea SA6 7JL Email: [redacted] @dvla.gsi.gov.uk Tel: 01792783745
Farriers Registration Council	The Farriers Registration Council, NOC: Mrs [redacted], Registrar, The Farriers Registration Council, Sefton House, Adam Court, Newark Road, Peterborough, PE1 5PP Email: [redacted] @farrier-reg.gov.uk Tel: 01733 319911
Force Professional Standards Department	Merseyside Police, Professional Standards PO Box 59, Liverpool L69 1JD. Email PSD.SandA.Unit@merseyside.pnn.police.uk (for Merseyside Police or the PSD for other relevant forces.
Gambling Commission	Gambling Commission, NOC: [redacted], Head of Intelligence Unit, Gambling Commission, Fourth Floor, Victoria Square House, Victoria Square, Birmingham B2 4BP Tel: 0121 230 6705 Email: ireland@gamblingcommission.gov.uk Carine Lewis Senior Intelligence Analyst Tel: 0121 230 6552 Email: [redacted] @gamblingcommission.gov.uk
General Chiropractic Council	The General Chiropractic Council NOC: [redacted], Chief Executive and Registrar, The General Chiropractic Council, 44 Wicklow Street, London WC1X 9HL Email: [redacted] @gcc-uk.org Tel: 020 7713 5155

General Dental Council	General Dental Council NOC: Mr [redacted], Head of Fitness to Practise, General Dental Council (GDC) 37 Wimpole Street London W1G 8DQ Email: [redacted] @gdc-uk.org Tel: 020 7009 2745
General Medical Council	General Medical Council NOC: [redacted], Investigation Manager, General Medical Council (GMC) Fitness to Practise Directorate, General Medical Council, 5th Floor, St James's Buildings, 79 Oxford Street, Manchester M1 6FQ Email: [redacted] @gmc-uk.org Tel 0161 923 6314
General Optical Council	General Optical Council NOC: [redacted], Director of Legal and Fitness to Practise, General Optical Council, 41 Harley Street, London W1G 8DJ Tel: 020 7307 3474 Fax: 020 7307 3452 Email: [redacted] @optical.org
General Osteopathic Council	The General Osteopathic Council Noc: [redacted], Head of Regulation, The General Osteopathic Council, Osteopathy House, 176 Tower Bridge, London SE1 3LU Email: [redacted] @osteopathy.org.uk Tel: 020 7357 6655 Fax: 020 7357 7117
General Pharmaceutical Council	The General Pharmaceutical Council, 129 Lambeth Road, London SE1 7BT Email: Stephen, Thorneycroft@pharmacyregulation.org Tel - 0203 365 3400 NOS contact - [redacted] @pharmacyregulation.org (please note this address is not currently operational)
General Social Care Council	General Social Care Council, Barry Baines, Myson House, Railway Terrace, Rugby CV21 857 2411 Tel: 01788 572411. Ceases this function on 31/07/2012. HCPC (below) becomes regulator on 01/08/2012.
General Teaching Council	Now become Teaching Agency, Teacher Regulation Division, Teaching Agency, 53-55 Butts Road, Earlsdon Park, Coventry CV1 3BH Email: regulation.division@education.gsi.gov.uk Tel: 0370 496 8324
Health Professionals Council (becomes Health and Care Professions Council on 01/08/2012)	Health Professionals Council NOC: [redacted], Director of Fitness to Practise, Health Professionals Council, 184 Kennington Park Road, London SE11 4BU Email: [redacted] @hpc-uk.org Tel: 020 7840 9754 Fax: 020 7582 4874
Institute for Learning	Institute for Learning (2) [redacted], Registrar, Institute for Learning 1st Floor, 49-51 East Road, Old Street, London N1 6AH. Tel: 020 7250 8141 Email: [redacted] @ifi.ac.uk
Local Licensing Authority	Taxi Licensing department of the licence issuing Local Authority
London Ambulance Service	Ambulance Services Mr [redacted], Deputy Chief Executive / Chief Operating Officer, London Ambulance Service NHS Trust, 220 Waterloo Road, London SE1 8SD

Northern Ireland Social Care Council	Northern Ireland Social Care Council NISCC, 7th Floor, Millennium House, 19-25 Great Victoria Street, Belfast BT2 7AQ, NISCC Enquiries Team Email add: info@nisccl.hscni.net Tel: 028 9041 7600
Nursing and Midwifery Council	Nursing and Midwifery Council, [redacted], Preliminary Enquiries Team FTP, NMC 1st Floor Centrium, 61 Aldwych, London WC2B 6LH
Office for Civil Nuclear Security	Office for Civil Nuclear Security (OCNS) Head of Vetting, Personnel Security Inspectorate, Office for Nuclear Regulation (Civil Nuclear Security) 4S.G Redgrave Court, Merton Road, Bootle Merseyside, L20 7HS Alternatively, notifications can be sent electronically, with ONR (CNS) being on the gsi to: ocns.vetting@hse.gvi.gov.uk Should you have any queries in relation to this notice you can contact me on 01235 432940 or [redacted] @hse.gsi.gov.uk
Office for Judicial Complaints	Office for Judicial Complaints NOC: [redacted], Head of Case Management, Office for Judicial Complaints, 4th Floor, Clive House, London SW1H 9EX Email: [redacted] @ojc.gsi.gov.uk Tel: 020 7189 2928 Fax: 020 7189 2936
Ofsted National Business Unit	Ofsted National Business Unit NOC: [redacted], Ofsted National Business Unit, Royal Exchange Buildings, St Ann's Square Manchester M2 7LA Tel: 0161 618 8151 Email: [redacted] @ofsted.gov.uk
Pharmaceutical Wholesalers	These are licensed by both the Home Office and the Medicines and Healthcare Regulatory Agency. Disclosure will be within government albeit the MHRA is an agency of the government. Where a government department or agency has a licensing responsibility that disclosure is given to the relevant department or government agency.
Royal College of Veterinary Surgeons	The Royal College of Veterinary Surgeons NOC: [redacted], Head of Professional Conduct/Assistant Registrar, The Royal College of Veterinary Surgeons (RCVS), Belgravia House, 62-64 Horseferry Road, London, SW1P 2AF Email: [redacted] @rcvs.org.uk Tel: 0207 222 2001
Royal Mail	Royal Mail Security Intelligence Operations Manager, Battersea Delivery Office, Floor 2A, 202 Lavender Hill, London SW11 1AA Tel: 020 7707 4682 intelligencetransactions@royalmail.com
Security Industry Authority	The Security Industry Authority (SIA) The Chief Executive, The Security Industry Authority (SIA), PO Box 49768, 90 High Holborn, London, WC1V 6WY
Security Policy Division	Security Policy Division 26 Whitehall, Ripley Building, London SW1A 2WH

Service Police Crime Bureau	Service Police Crime Bureau, Andy Ransom, Criminal Justice Office, Service Police Crime Bureau, Bassett Wilson Building, PP24. MOD Southwick Park, Fareham, Hampshire, PO17 6EJ Tel: 02392 285242
Solicitors Regulation Authority	The Solicitors Regulation Authority (formerly the Law Society) NOC: [redacted], The Solicitors Regulation Authority, Fraud Intelligence Unit, Victoria Court, 8 Dormer Place Leamington Spa Warwickshire CV32 5AE Tel:01926 439664
Youth Justice Board for England & Wales	Youth Justice Board for England & Wales NOC: [redacted] Head of Contracts Youth Justice Board for England & Wales, 11 Carteret Street, London SW1H 9DL Tel: 020 7271 3144 Fax: 020 7340 0089 Email: [redacted] @yjb.gov.uk