

Keeping Children Safe in Education

Suitability Declaration Form

The Department for Education (DfE) statutory guidance 'Keeping Children Safe in Education', requires schools and other educational settings that provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009 (amended 2018). The 2018 regulations are made under section 75 of the Childcare Act 2006 ("the 2006 act"). The regulations prohibit anyone who is disqualified under the regulations from working in schools and academies. A copy of the regulations and DfE supplementary advice & Childcare (Disqualification) Regulations are attached for your information

A person may be disqualified through:

- Having certain orders or other restrictions placed upon them
- Having committed certain offences

The regulations also refer to employing a person directly concerned with the provisions, therefore;

- **Early years provision** - Staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during the normal school day and outside of school hours for children in the early years age range. Staff who are directly concerned in the management of early or later years provision are also covered by the legislation.
- **Later years provision (for children under 8)** - Staff who are employed to work in childcare provided by the school outside of the normal school day for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before-school settings, such as breakfast clubs, and after school provision.

Staff who are directly concerned with management of early years or later years are covered by the legislation. It also includes the head teachers, and may also include other members of the school's leadership team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.

- **Secondary schools** – Staff in secondary schools only come in to scope if they provide childcare, or manage the childcare provision for those children covered by these arrangements. For example, if they host after-school childcare for children under 8.

Please respond to all of the questions below and sign the declaration to indicate your position. It is an offence to knowingly make a statement that is false or misleading or to withhold information. If existing staff fail to complete and return the form, this will be regarded as a disciplinary matter which may result in dismissal.

Advice will be sought from the Schools Human Resources provider, if the School is informed by a member of staff that they are disqualified. Please note that if you are disqualified, it is not permitted for you to continue to work in a setting providing care for children under age 8 and Ofsted must be notified within 14 days.

If you are disqualified, Ofsted may grant a full or partial waiver to allow you to work in a relevant school setting, but it is for you to elect to make the application.

This is a very important matter for Schools and staff in relation to safeguarding children.

Please be assured that confidentiality will be maintained. If any member of staff has concerns then they can speak to the Head teacher or Lambeth Schools Human Resources in confidence. However the School must apply the DfE requirements.

Please complete the following declaration and return it to the Headteacher within 7 calendar days.

Keeping Children Safe in Education

Suitability Declaration Form

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|---------------------------|------------------------|------|-----------------|
| School | IQRA VA PRIMARY SCHOOL | | |
| Name (member of staff) | | Post | ADMIN ASSISTANT |
| Head teacher | HUMAIRA SALEEM | | |

Please circle one answer for each question

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|---|--------|
| Section 1 – Orders or other restrictions | |
| Have any orders or other determinations related to childcare been made in respect of you? | Yes/No |
| Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering? | Yes/No |
| Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available at the link below: http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made (A full copy of The Childcare (Disqualification) Regulations is also attached) | Yes/No |
| Are you barred from working with Children by the Disclosure and Barring Service (DBS)? | Yes/No |
| Are you prohibited from teaching by the Teaching Regulation (TRA)? | Yes/No |
| Section 2 – Specified and Statutory Offences | |
| Have you ever committed certain violent sexual criminal offences against children and adults which are referred to in Regulations 2018 under the Childcare Act 2006? A list of the relevant offences and orders, as referred to in the disqualification criteria section, that lead to the disqualification under the 2018 regulations is set out in the tables A and B in Appendix 2 attached. Additionally any offence resulting in the death of or bodily injury of a child is considered a relevant offence under the legislation and must be disclosed. | Yes/No |
| Further information available at the links below: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/736758/APPENDICE_S-Disqualification_under_the_childcare_act_statguidance_2_.pdf | |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country? | Yes/No |
| Section 3 – Provision of Information | |
| If you have answered YES to any of the questions above, you should provide details below. You may supply this information separately if you so wish, but you must do so without delay. | Yes/No |
| | |

Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

- I understand my responsibilities to safeguard children.
- I understand that I must notify the Head teacher immediately of anything now or in the future that affects, or might affect, my suitability to work in the School, including any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working with children under the Childcare (Disqualification) Regulations (amended 2018), replacement or similar legislation. Failure to notify will be a serious matter, considered as gross misconduct under the disciplinary processes could result in summary dismissal.
- I give permission for you to contact any previous settings, local authority staff, the police, the DBS, to share information about my suitability to care for children.
- I confirm that the information provided is correct to the best of my knowledge.

Signed:

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Date:

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For office use only:

Form checked by Head teacher and single central record updated accordingly:

Signed Head teacher

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Date:

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This form is to be completed by all new staff before they commence employment (including volunteers) and completed by all staff on an annual basis.

Headteacher/Principal – please record follow-on action taken, where relevant

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Signed: _____

Date: _____