**Criminal record self-declaration form**

**This form must be completed by all applicants who have been shortlisted and invited to an interview. The information disclosed on this form will not be kept with your application form during the application process and will be treated with the strictest confidence.**

St Sampson’s CE Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted applicants are required to declare:

* All unspent convictions and conditional cautions
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The school applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children’s Barred list check, for all positions at the school which amount to regulated activity. It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. If you are successful in your application, you will be required to apply for an Enhanced (with barred list) DBS check for posts in regulated activity. Employment with the school is conditional upon the school being satisfied with the result of the DBS.

Before completing this form, please refer to the ministry of justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>. If you are unsure whether you need to disclose criminal information, please take a look at the flowchart provided in Appendix 1 (pages 4 and 5). You should also seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice.

* Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999
* Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350; text 07824 113848

Please note that in the event of employment any failure to disclose unspent convictions or cautions could result in dismissal or disciplinary action.

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| --- | --- | --- | --- | --- | --- |
| **Post applied for:** | | | **Date:** | | |
| **Full name:** | | | | | |
| **Date of birth:** | | | | | |
| **Teacher Ref. No (if applicable):** | **Date of recognition as qualified teacher, QTS (if applicable):** | | | | |
|  | | | | **Yes** | **No** |
| **Do you have any unspent conditional cautions or convictions under**  **the Rehabilitation of Offenders Act 1974?** | | | |  |  |
| **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**  **Important note***: 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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.* [*https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974*](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) | | | |  |  |
| *(Posts working in regulated activity with children only)*  **Are you included on the DBS children’s barred list?** | | | |  |  |
| *(Teaching posts only)*  **Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?** | | | |  |  |
| *(Management posts in independent schools/academies only)*  **Have you been prohibited from management of an independent school (s128)?** | | | |  |  |
| **Are you subject to any sanctions, restrictions or prohibition issues relating to work with children in any country outside the UK?** | | | |  |  |
| **If answering “yes” to any of the above, please provide details here:** | | | | | |
| **DECLARATION**  I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role. | | | | | |
| **Signed:** | | **Date:** | | | |

**Please return this form to the School Business Manager.**

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

**Appendix 1**



