

## SELF DISCLOSURE FORM

Greenvale Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

This form is supplementary to the Application Form. You are being asked to complete it because you have been shortlisted. Please return this disclosure to the school at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview

### **Guidance**

In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those who disclose something which we consider unrelated to working with vulnerable groups.

### **Having a criminal record will not automatically bar you from employment.**

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted for a position that gives you privileged access to vulnerable groups, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. This may include driving offences.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

[www.gov.uk/government/organisations/ministry-of-justice](http://www.gov.uk/government/organisations/ministry-of-justice)

If you are unsure whether you need to disclose criminal information, you should 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>

Unlock – <http://hub.unlock.org.uk>

Full Name:

Previous Name (if any):

Date of Birth:

National Insurance Number:

Post Applied for:

Dfe Teacher Reference Number (if applicable):

Date of Recognition as a qualified teacher (if applicable):

1	<p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p> <p>Yes/No</p> <p><b>If yes, please provide details in the table below.</b></p>
2	<p>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? (</p> <p>Yes/No</p> <p><b>If yes, please provide details in the table below.</b></p>
3	<p>Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for his post in line with the law in England/Wales?</p> <p>Yes/No</p> <p><b>If yes, please provide details in the table below.</b></p>
4	<p>Are you known to the police or children's social care for any reason that could affect your suitability for this post?</p> <p>Yes/No</p> <p><b>If yes, please provide details in the table below.</b></p>
5	<p>Have you have ever been the subject of any child protection concern, either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation to child protection, including any which are time expired?</p>

	<p>Yes/No</p> <p><b>If yes, please provide details in the table below.</b></p>
6	<p>Have you been the subject of any disciplinary investigation and/or sanction by an organisation due to concerns about your behaviour towards children?</p> <p>Yes/No</p> <p><b>If yes, please provide details in the table below.</b></p>
7	<p><b>*Only relevant for recruiting to a post working in regulated activity with children</b></p> <p>Are you included on the DBS children's barred list?</p> <p>Yes/No/Not applicable</p> <p><b>If yes, please provide details in the table below.</b></p>
8	<p><b>*Only relevant for recruiting to a post working in regulated activity with adults</b></p> <p>Are you included on the DBS adult barred list?</p> <p>Yes/No/Not applicable</p> <p><b>If yes, please provide details in the table below.</b></p>
9.	<p><b>*Only relevant to Teaching posts</b></p> <p>Are you, or have you ever been, prohibited from teaching by the TRA or NCTL or sanctioned by the GTCE?</p> <p>Yes/No/Not applicable</p> <p><b>If yes, please provide details in the table below.</b></p>
10.	<p><b>*Only relevant to Management posts in independent schools/academies</b></p> <p>Have you been prohibited from management of an independent school (s128)?</p> <p>Yes/No/Not applicable</p> <p><b>If yes, please provide details in the table below.</b></p>
11.	<p><b>*Only relevant to posts involving the provision of early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday, that is up to and including reception year) or later years childcare</b></p>

	<p>(this covers children above reception age but who have not attained the age of 8)</p> <p>Are you disqualified from working with children under the Childcare Act (see <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006</a> for more information)</p> <p>Yes/No/Not applicable</p> <p><b>If yes, please provide details in the table below</b></p>
12.	<p>Have you lived or worked outside the UK for more than 3 months in the last 10 years *This will need to be amended to reflect your school policy.</p> <p>Yes/No</p> <p><b>If yes, please provide details in the table below.</b></p>
13.	<p>Are you subject to sanctions relating to working with children in any country outside of the UK?</p> <p>Yes/No</p> <p><b>If yes, please provide details in the table below.</b></p>

**Important notes:**

- Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions.
- It is a criminal offence to apply for a position working with children if you are excluded from doing so.

**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.

SIGNATURE :

DATE :

## **DATA PROTECTION**

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies as detailed in the School's Privacy Notice".

SIGNATURE :

DATE :

**Please return this form to (Name), (Job Title)**

<b>Date of any Caution, final warning, reprimand, conviction or pending hearing. DD/MM/YY</b>	<b>Offence</b>	<b>Details of Police/Court involved</b>	<b>Sentence</b>

**Details of adult cautions, convictions, final warnings, reprimands, or pending hearings**