



Founded 1863

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Disclosure of Criminal Convictions / Cautions Self-Disclosure Form

Declaration of Offences

Before completing this form, please read the following notes carefully.

It is an offence for an individual with certain criminal convictions to attempt to engage in regulated activity (working with children) and as a result, such individuals would be unable to carry out the advertised role.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the School. The School is also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role.

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.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes ☐ No ☐

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?

Yes ☐ No ☐

If the answer is yes to either of the above questions, please provide full details below: **Please enter NONE if applicable**

Details of offence(s)	Place and date of Conviction/ Caution	Sentences(s)

Please list below details of any pending prosecutions

Please enter NONE if applicable

Court to which Summoned	Appearance Date	Alleged Offence

I certify that:

- I have read and understood the attached guidance notes;
- to the best of my belief and knowledge, the information I have entered on this form is true and accurate and I understand that any false or misleading information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the School, and could lead to dismissal without notice.

Name (please use CAPITALS):

Signature:

Date:

Post Applied for:

**PLEASE COMPLETE THE FORM AND RETURN IT TO THE SCHOOL IN A CONFIDENTIAL
ENVELOPE ADDRESSED TO PA TO THE HEADTEACHER.**

Disclosure of Criminal Convictions / Cautions (Spent and Unspent) Notes of Guidance

1. It is the School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions. In addition, you are required to disclose any adult cautions which have not expired or any pending prosecutions.
2. As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions (which are not 'protected'), cautions and any pending prosecutions against you in line with the requirements below.
3. You must declare the following:
 - a) Cautions given less than 6 years ago (where you were over age 18 at the time of caution and it is not related to a "specified offence").
 - b) All cautions given where you were over the age of 18 at the time of the caution and which relate to a "specified offence" (i.e. an offence from a prescribed list). A copy of the "specified offences" can be viewed here: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your school office.
 - c) Any convictions, whenever they occurred, relating to a specified offence which is available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from Assistant Head – Professional Standards.
 - d) All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
 - e) Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
 - f) Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)
4. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
5. Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be appointed; a person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the policy on the employment of ex-offenders, a copy of which can be obtained from Assistant Head – professional standards. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for.
6. A conviction includes:
 - a) A sentence of imprisonment, youth custody or in a Young Offenders' Institution;
 - b) An absolute discharge, conditional discharge, bind over;
 - c) A fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction;
 - d) Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
 - e) Detention by direction of the Home Secretary;
 - f) Remand Centres, secure training centres or in secure accommodation;
 - g) A suspended sentence;
 - h) A fine or any other sentence not mentioned above.
7. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
8. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
9. A Bind Over is an order which requires the defendant to return to Court on an unspecified date for sentence.
10. All driving offences must be declared unless excluded by the criteria under section 3 above.

11. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a 'regulated position'.
12. As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced check from the Disclosure and Barring Service ("DBS"). A refusal to make such an application could prevent your employment. Any information provided by the DBS will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the disclosure.
13. Failure to disclose convictions and cautions (to the extent they are required to be disclosed as set out above) and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the School.
14. Further information to assist you in what information should be disclosed in this form is available here:
 - (a) <https://www.gov.uk/tell-employer-or-college-about-criminal-record>
 - (b) <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>
15. There are also charities who may be able to provide you with further advice. These are:
 - (a) Unlock: <https://www.unlock.org.uk/>
 - (b) Nacro: <https://www.nacro.org.uk/>