APPENDIX B

Criminal records self-declaration form

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you’ve applied for. Please complete the following form as accurately as possible.

**Note:** you are not required to disclose convictions or cautions that are ‘protected’, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you’re not sure whether one of your convictions is ‘protected’, you can check on

[www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution](http://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution)

If you accidentally provide information about ‘protected’ convictions or cautions, we won’t take this into account.

**How we’ll use this information**

We’ll use the information in this form to:

* Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
* Inform our conversations with you about any relevant details during the interview process

We won’t use this information to make decisions about job offers.

If we offer you a position, we’ll compare the information you’ve provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

You will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children.

**Self-declaration**

|  |  |
| --- | --- |
|  | |
| Name |  |
| Previous name(s)  Please indicate date(s) each name was used |  |
| Address with postcode |  |
| DOB |  |
| Gender |  |
| Role |  |
|  | |
| The role you’ve applied for is ‘regulated activity’, so is eligible for a barred list check. | |
|  | **YES/NO** |
| Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children’s Barred List)? |  |
| Have you ever been known to any Children’s Services department or police as being a risk or potential risk to children?  If yes, please provide further information |  |
| Do the police or children’s social care have your name and/or information on file for any reason?  If yes, please provide further information |  |
| Do you have any unspent conditional cautions or convictions in the UK or overseas under the Rehabilitation of Offenders Act 1974?  If yes, please provide further information |  |
|  | **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? |  |
| Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK? |  |
| Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?  If yes, please provide further information and include details of the outcome |  |
| Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?  If yes, please provide further information |  |
| Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?  This includes, but is not limited to:   * Orders disqualifying you from caring for children * Orders disqualifying you from private fostering * Any refusal of an application for you to be registered in relation to a children’s home   Care/child protection orders issued in respect of a child in your care |  |
|  | **YES/NO** |
| Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?  This includes, but is not limited to:   * Any offence against or involving a child * Any sexual offence   Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) |  |

I confirm that the information above is accurate to the best of my knowledge.

I will inform the Trust aware of any changes in my circumstances or if I am subsequently investigated by an agency or organisation in relation to concerns about my behaviour towards children or young people, that may affect the answers I’ve provided above, or my suitability for the post.

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the Trust’s attention.

Signed:

Date: