**FORM S2 – VERSION SEPT 2018**



**DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE GIVEN THE OPPORTUNITY TO HAVE CONTACT WITH CHILDREN**

The appointment for which you are applying involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check and Children’s Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not automatically prevent you from being appointed unless the Girls' Day School Trust considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of an enhanced DBS check with Children’s Barred List check being sought, this information should be sent under confidential cover to the person to whom you are making your application. We will not view this information unless you have been shortlisted for interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted for interview, the unopened information will be destroyed securely.

If you are currently working or have previously worked with children in an educational environment, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be “time expired”, and whether you have been the subject of any child protection concerns.

Providing false information could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

**DECLARATION**

I declare that I am not barred from activity relating to children, or (if a teacher) subject to sanctions imposed by a regulatory body e.g. the Teaching Regulation Agency. I either have no convictions, cautions, or bind-overs that may have an impact on my suitability to work in an educational environment, or have attached details in a sealed envelope marked confidential.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Girls' Day School Trust**

A Limited Company, Registered in England No. 6400. A Registered Charity No. 306983

Registered office: 10 Bressenden Place, London SW1E 5DH