

SELF-DISCLOSURE FORM

Congratulations on being shortlisted.

As part of our duty to safeguard pupils at this stage of the recruitment process, we need to check whether you are barred from working with children, and / or whether you have any relevant convictions, court orders, reprimands, warnings, or other matters which may affect your suitability to work with children. Furthermore, in accordance with the current edition of Keeping Children Safe in Education we are required to consider carrying out an online recruitment search against any shortlisted candidate. In order to facilitate these checks, we ask you to complete this self-disclosure form, which forms 2 parts.

Please complete Parts 1 and 2 of this form as accurately as possible and return both Part 1 and Part 2 to HR Connect via email [\[confirm email address\]](#) **within 48 hours of being received**. Any delay in both Parts 1 and 2 of this form being received may affect your continuation in the recruitment process.

SELF DISCLOSURE FORM - PART 1

Part 1 of the self-disclosure form is in relation to obtaining information concerning whether you are barred from working with children, and/or whether you have any relevant convictions, court orders, reprimands, warnings or other matters which may affect your suitability to work with children.

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 (2013 and 2020), If you are not sure whether one of your convictions is 'protected', you can [check here](#) before answering the following questions. More information about filtering and protected offences can also be found on the Ministry of Justice website.

How the Information will be used

We will use this information to:

- Determine whether you are eligible or not for the role based on barring or childcare disqualification requirements
- Inform our discussions at interview in relation to information disclosed

If you are offered the position, as the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks including a DBS check. Information that you provide in this self-declaration will be compared with the appropriate checks.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth:
National Insurance No:	Teacher Ref. No:	Date of recognition as qualified teacher, QTS (if applicable):	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:			
Do you have any unspent convictions or conditional cautions?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:			

<p>Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either?</p> <ul style="list-style-type: none"> - The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales - Or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland? 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please provide further information:</p>	
<p>Have you been the subject of any investigation and/or sanction by a professional body due to concerns about your behaviour towards children?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please provide further information:</p>	
<p>Do you have any overseas convictions?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please provide further information:</p>	
<p>Are you included on the DBS Children's Barred list?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please provide further information:</p>	
<p>Only answer this question if, in accordance childcare disqualification requirements the post requires you to work with pupils under 5 and/or pupils under 8 in wraparound care.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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

If yes, please provide further information:

Only answer this question if in accordance [childcare disqualification requirements](#) the post requires you to work with pupils under 5 and/or pupils under 8 in wraparound.

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)

If yes, please provide further information:

Confirmation of declaration: (tick boxes below)

☐

I agree that all the information I have provided in this Part 1 of the Self-Disclosure Form 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.

<input type="checkbox"/>	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 organisation's attention.
*Signature of candidate:	
Print name:	
Date:	

*In accordance with Keeping Children Safe in Education, where the signature is electronic, the shortlisted candidate should physically sign a hard copy at the point of interview.