**Rehabilitation of Offenders Act 1974 Declaration**

**Congratulations on being shortlisted. Please bring this disclosure to the school in a sealed envelope on the day of your interview. If we have not received this, we reserve the right to withdraw the offer of interview**.

The work you are applying for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974.

All shortlisted applicants are asked to complete this declaration form on which you are not entitled to withhold information about convictions, cautions, reprimands, or final warnings, which would not be filtered in line with current guidance from the DBS that, for other purposes under the Act, are regarded as spent. The school has a statutory duty to conduct certain pre-employment checks on all people applying to work with us. The information obtained from these checks is used to help safeguard children.

We will not discriminate unfairly against candidates with convictions which we consider as unrelated to working with children. Having a criminal record will not automatically bar you from employment or voluntary work with the school. The school will take a proportionate view of past offences and will only exclude candidates from interview if the declared convictions or cautions are relevant to the work you are applying to do. We will look at the information after short listing in order to give the candidates a chance to discuss any declaration.

The signed and completed form should be submitted in a sealed envelope marked, ‘Confidential – declaration form’ for the attention of the HR Officer

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date of Birth: |  |
| Position applied for: |  | Date of application: |  |
|  | | | |
| Do you have any convictions, cautions, reprimands, or final warnings, which would not be filtered in line with current guidance from the DBS? | | | YES / NO |
|  | | |  |
| If YES, please provide details here. | | | |
| Have you any current police investigations pending? | | | YES / NO |
|  | | |  |
| If YES, please provide details here. | | | |
| Have you **ever** been the subject of a child protection concern, been investigated or been disciplined for the same? If YES, please provide brief details below of the outcome below. | | | YES / NO |
|  | | |  |
| If YES please provide details here. | | | |

**Supplementary Declaration for those who will work in Childcare**

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 disqualify staff from; providing early years childcare, or later years childcare to children who have not attained the age of eight or being directly concerned in the management of that childcare.

This means that the following categories of staff in nursery, primary or secondary school settings are covered by the Childcare (Disqualification) Regulations 2009:

* staff who work in early years provision (including teachers and support staff working in school nursery and reception classes);
* staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision.
* staff who are directly concerned in the management of such early or later years provision.

In addition to inclusion on the Children’s Barred List, the wider disqualification criteria include:

* being cautioned for or convicted of certain violent and sexual criminal offences against children and adults.
* grounds relating to the care of children (including where an order is made in respect of a child under the person’s care).
* having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.
* living in the same household where another person who is disqualified lives or works (disqualification ‘by association’).

|  |  |
| --- | --- |
|  | |
| Are you disqualified from working in childcare under any of the criteria described above? | YES / NO |
|  |  |
| If YES, please provide details here. | |
| Are you living in the same household where another person who is disqualified lives or works? | YES / NO |
|  |  |
| If YES, please provide details here. | |

Declarations

I certify that, to the best of my belief, the information I have supplied is true and complete.

I understand that any false information or failure to disclose disqualifications, criminal convictions or prosecutions pending may disqualify me from employment or render me liable to summary dismissal.

Signature:                           Date:

NOTE: Individuals who are disqualified can usually apply to Ofsted for a waiver of disqualification if they wish.