**Staff suitability self-declaration form**

This form is to be completed by all potential new staff prior to commencement of employment. The form must also be completed by all volunteers and students where an enhanced DBS check and barred lists check is required.

The form should also be completed by all relevant staff on an annual basis; staff who have job roles which involve working directly with children and young people, or are directly involved in the management of such work must complete and sign the form. Guidance on completing the form is attached.

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| --- | --- |
| Name: |  |
| Date of birth: |  | Job role: |  |

Please answer the questions and sign the declaration below to demonstrate that you are suitable to work with children. Any false information recorded by staff will be treated seriously in line with the setting’s disciplinary procedures. Please write Yes or No against each question.

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| **Question** | **Yes/No** |
| Are you aware of the statutory requirements relating to Disqualification by Association? |  |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any relevant offence during your current or previous employment or since the date of your most recent enhanced DBS disclosure? Please note you must declare any offence that is not spent, or that is classed as relevant. |  |
| Have you committed any offences against a child or adult (including offences committed overseas)? |  |
| To the best of your knowledge has any person in your household (e.g. family member, partner, lodger) been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any relevant offence during your employment or since the date of your most recent enhanced DBS disclosure? Please note you must disclose any offence or caution, reprimand or warning that is not spent, or that is classed as relevant (including, without limitation, offences committed overseas). |  |
| Have you been barred and/or disqualified from working with children or had your registration cancelled or refused in relation to childcare provision (such as children’s homes, nurseries) or have you been prohibited from fostering or private fostering? |  |

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| **Question** | **Yes/No** |
| To the best of your knowledge, are you living with someone who has been barred and/or disqualified from working with children or who has had their registration cancelled or refused in relation to childcare provision (such as children’s homes, nurseries) or who has been prohibited from fostering or private fostering? |  |
| Has your name been placed on the DBS children’s barred list? |  |
| Have your own children (or those of anyone living in your household to the best of your knowledge) been taken into care? |  |
| Are your own children (or those of anyone living in your household to the best of your knowledge) the subject of a child protection plan? |  |
| Do you have any medical conditions that could affect your ability to care for children? |  |

You have a duty to understand the information you are required to share with the setting in relation to your suitability. Guidance in relation offences which are relevant can be found here: [Disqualification under the Childcare Act 2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006)

If you are still unsure, then please discuss the details with your line manager.

**Declaration**

I understand my responsibility to safeguard children and am aware that I must notify The Children’s Workshop of anything that may affect my suitability to work with children.

I will ensure I notify The Children’s Workshop of any changes to the information declared on this form.

I am aware that if I am taking medication on a regular basis I must notify The Children’s Workshop and I will notify The Children’s Workshop if I experience any health concerns which could affect my ability to work with children.

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| Signed: |  | Date: |  |

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| **To be completed by setting where necessary** |
| Please record any follow-up action taken, where relevant:Signed by Debbie Bell (Manager) | Date: |

**Guidance on completing the staff suitability self-declaration form**

Please detail here any relevant convictions, court orders, cautions, reprimands and warnings that may affect your suitability to work with children. This includes any offences or cautions that have constituted violent or sexual offences against a child or adult and some other offences, for example, of a financial nature.

It is your duty as an employee to understand what information you need to share with your employer in relation to this. Guidance on the Rehabilitation of Offenders Act can be found here: [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

This guidance is current as of August 2018, but employees need to ensure that they remain up-to-date with legislation and requirements. Reference can also be made to: Disqualification under the Childcare Act 2006 (HMG, 2018).

It is our duty as an employer to act responsibly and to request relevant information from the employee, to ensure that the Data Protection Act and Rehabilitation of Offender’s Act are complied with.

As an employee, you are also required to notify your employer, to the best of your knowledge, if anyone in your household (including family members, lodgers, your partner etc.) has any relevant convictions, court orders, reprimands and warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision (see the guidance and questions above).

As your employer, we will consider this information to ensure that any actions taken are proportionate. It is likely that if you have given any information regarding anyone else in your household we will need to consider how we can ascertain whether or not the information is accurate.