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| **St. Anselm’s Catholic Primary School** | StAnselmsLogo.jpg |

**Rehabilitation of Offenders Act 1974 – Disclosure Form (CONFIDENTIAL)**

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES model Application Form.

Where you are making an application in writing, this form **must** be completed and sent in a separate, sealed envelope marked “confidential” and returned with your completed Application Form and any other supplementary or supporting documents.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore not subject to disclosure. **This means that you must disclose spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if your are excluded from doing so.

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If you have any queries regarding the completion of this document please contact the School Office in confidence. If you have a disability that may make the completion of this document difficult, the document can be completed by someone on your behalf, however, we will still require you to sign the document.

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| **Role(s) applied for** |  |
| **Status of role** | Employed/ voluntary |
| **Title** |  |
| **Surname** |  |
| **Forename (s)** | *Please include all forenames* |
| **Full address inc postcode** |  |
| **Date of birth** |  | **Gender** |  |
| **Contact telephone number(s)** |  |
| **Email address** |  |

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| **Question 1 of 3****The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’¹ and are not subject to disclosure to the employers and cannot be taken into account.****Do you have any convictions, cautions, reprimands, final warnings or any impending hearings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?****Yes/No** (delete accordingly) If Yes, please provide summary details overleaf. |

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| **Question 2 of 3****Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?****Yes/No** (delete accordingly) If Yes, please provide summary details overleaf. |

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| **Question 3 of 3****Are you or have you ever been the subject of an investigation into a concern about any child in your care or investigated under adult protection safeguarding procedures?****Yes/No** (delete accordingly) If Yes, please provide summary details overleaf. |

*¹ protected refers to convictions and cautions that will not be included on a DBS disclosure certificate. All guidance and criteria on the filtering of these cautions and convictions can be found at* [*https://www.gov.uk/government/collections/dbs-filtering-guidance*](https://www.gov.uk/government/collections/dbs-filtering-guidance)

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| Please use the space below to provide details in response toQuestions 1 to 3 where you have indicated ‘Yes’ (use additional sheets if necessary). |

**Declaration** (please read, sign and date)

* In the spirit of the School’s commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in disciplinary proceedings, including dismissal, in accordance with the Staff Disciplinary Policy.
* If I am subsequently convicted of any relevant criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to the Headteacher or Governing Body.
* I understand (in accordance with the Data Protection Act 2018) that this document and any enquiries made in response to the contents of this document will be retained for the duration of employment + 6 years.
* By signing this declaration, I provide consent to St Anselm’s Catholic Primary School checking the status of my disclosure.
* I declare that the information I have given on this form is correct and true to my knowledge.

Signed……………………………………………………………………………………………. Date…………………………………………………………………….

**YOUR PERSONAL DATA**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we will collect and process the data we have asked you to provide on this disclosure form. Please see the privacy statement below.

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**Privacy Notice: Important Information Regarding Your Data**

1. We are St. Anselm’s Catholic Primary School, Littlebrook Manorway, Dartford, DA1 5EA. We are a voluntary aided school in the Diocese of Southwark.
2. To the extent that you have disclosed any criminal record information on this form, your information may be shared with OFSTED and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with the Diocese of Southwark and Education Commission, with whom we may be required to share the information you have provided on this form.
3. We requite the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
4. We require you to complete this form regarding criminal record disclosure as the information is needed in order to comply with our legal obligation to safeguard and protect children from harm.
5. If your application is successful and you have disclosed criminal record information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School’s data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED and/or the LADO and any other appropriate third party. 1
6. If you are unsuccessful and you have disclosed criminal record information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED and/or the LADO and any other appropriate third party.
7. If you are unsuccessful and you have not disclosed criminal record information on this form, this form shall be destroyed after a maximum period of 6 months.
8. If you fail to complete this form we will not be able to comply with our legal duty to safeguard children and cannot therefore continue to process your employment application or offer you a position within our organisation.
9. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Headteacher, via the School Secretary, in the first instance:
* Mrs. Laura White, via secretary@st-anselms.kent.sch.uk
1. To read about your individual rights and/or to complain about how we have collected and processed the

 information you have provided on this form, you can make a complaint to our Data Protection Officer.

 Alternatively, you can make a complaint to the Information Commissioner’s Office via their website at:

* <https://ico.org.uk/concerns/>
* call 0303 123 1113
* or write to: Information Commission’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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1 See paragraph 2.

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