

# Criminal record and safeguarding self-declaration

Congratulations on being shortlisted for a position at our school. Please return this disclosure to the school at least one day prior to your interview in an envelope marked confidential. If we do not receive your completed declaration, the school reserves the right to withdraw the offer of interview.

All the information provided on this form will be treated as confidential and managed in accordance with the Data Protection Act 2018 and the UK GDPR.

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| --- | --- | --- | --- |
| Post applied for and school: |  | Date: |  |

|  |  |
| --- | --- |
| Surname: |  |
| Forename(s): |  |
| Previous name(s) (if any): |  |
| Preferred title: |  |
| Date of birth: |  |
| National insurance number: |  |
| Teacher reference number (if applicable): |  |
| Date qualified teacher status (QTS) achieved (if applicable): |  |

The school is committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 – pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and do not need to be disclosed – these offences will also not be taken into account by the school.

If you are unsure about whether you should disclose criminal information, you should seek legal advice. There are also organisations who are able to offer free impartial advice, including Nacro (<https://www.nacro.org.uk/>) and Unlock (<http://hub.unlock.org.uk/contact/>). You can also read the Department for Education’s guidance on filtering via this link: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

Where a disclosure has been made, both parties will have the opportunity to discuss this during the interview.

**Self-declaration**

Please tick the answer applicable to you and provide further information if prompted.

|  |  |
| --- | --- |
| Do you have any convictions or adult cautions that are unspent? | Yes  No |
| If yes, please provide details here: |  |
| Do you have any other convictions or cautions that would not be filtered? | Yes  No |
| If yes, please provide details here: |  |
| Are you included on the DBS children’s barred list? | Yes  No |
| If yes, please provide details here: |  |
| **[Teachers and others carrying out ‘teaching’ work only]** Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? | Yes  No  Not applicable |
| If yes, please provide details here: |  |
| **[Management positions in independent schools and academies only]** Have you been prohibited from management of an independent school (section 128 direction)?ave Hav | Yes  No  Not applicable |
| If yes, please provide details here: |  |
| Have you lived or worked outside the UK for more than three months in the last five years? | Yes  No |
| If yes, please provide details here: |  |
| Are you subject to any sanctions related to work with children in any country outside the UK? | Yes  No |
| If yes, please provide details here: |  |
| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? |  |
| If yes, please provide details here | |
| |  |  | | --- | --- | | Have you ever been subject to any investigation or disciplinary process related to safeguarding concerns? | Yes  No | | |
| If you have answered ‘Yes’, please give details including dates, outcomes of investigations and any sanctions/warnings received. | |
| |  |  | | --- | --- | | Are you (or have you ever been) dismissed from a role for alleged misconduct or incompetence or resigned in the face of such allegation? | Yes  No | | |
| If ‘Yes’, please give details: | |
| |  |  | | --- | --- | | Do you have any live disciplinary warnings or capability warnings or are you currently subject to a disciplinary or capability process? | Yes  No | | |
| If ‘Yes’, please provide details including dates, outcomes of investigations and any sanctions/warnings received. | |
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**Please read and complete the following declaration:**

I declare that all the information I have provided in this disclosure 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. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed in accordance with the Data Protection Act 2018 and the UK GDPR.