



Criminal records self-declaration form

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for. **You are not required to disclose convictions or cautions that are 'protected,' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).**

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. **Note: You have the legal right to access any information held about you.**

Please ensure you complete the form as accurately as possible.

If you accidentally provide information about 'protected' convictions or cautions, we will not take this into account.

We will use the information in this form to:

- Identify whether you may be ineligible for a role based on barring or childcare disqualification requirements.
- Inform our conversations with you about any relevant details during the interview process.

We will **not** use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

PERSONAL INFORMATION	
Name	
Previous Name(s)	
Role applied for	

Self-declaration

The role you've applied for has been defined as 'regulated activity,' so is eligible for a barred list check. **It is a criminal offence to apply for or accept a position working with children if you have been barred from/listed as unsuitable to engage in regulated activity/work with children.**

Are you barred from working in regulated activity with children? (i.e. are you included on the list of people barred from/listed as unsuitable to engage in regulated activity/work with children?)

Yes

No

If yes, please provide further information on a separate sheet

Have you ever been known to any Children's Services Department or the Police as being a potential risk to children?

Yes

No

If yes, please provide further information on a separate sheet

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes

No

If yes, please provide further information below on a separate sheet

Have you committed an offence overseas that would have resulted in disqualification if it had occurred in the UK?

Yes

No

If yes, please provide further information below on a separate sheet

CONFIRMATION OF DECLARATION – PLEASE ENSURE YOU HAVE TICKED ALL RELEVANT BOXES BEFORE SIGNING THE FORM

I agree that the information provided on this form may be processed in connection with the schools' recruitment procedures and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me which subsequently comes to the school's attention

In accordance with the school's safer recruitment procedures, I agree to complete an application for an Enhanced DBS certificate or proof of registration with the DBS Update Service and consent to the school confirming any information provided on the Disclosure certificate.

I agree to inform the school within **24 hours** if I am subsequently investigated by any agency or organization in relation to concerns about my behaviour towards children or young people

I understand that the information contained on this form, the results of any criminal record check and information supplied by third parties may be supplied by the school to other persons or organisations in circumstances where this is considered necessary to protect and safeguard children

By signing this form, I confirm that the information provided (or attached) is accurate. I understand that this information may not prevent me from being employed or appointed to the above role, and that I will be given an opportunity to discuss any concerns the school may have before a final decision on suitability for the role is made

Signature:

Print Name:

Date: