**Self-declaration and disclosure form**

**for roles involving contact with children**

**Private and confidential**

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

***This part will be removed at shortlisting stage but will be issued to the panel at interview stage.***

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| --- | --- |
| **Full Name:** |  |
| **Job Applying for:** |  |

As the position you have applied for involves working with children and young people it is exempt from the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare all unspent and spent convictions and/or cautions that are not ‘protected’ under the Exceptions Order 1975 (as amended in 2020).

**For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’).**

**Guidance and criteria on the filtering of these cautions and convictions can be found**

[**https://www.gov.uk/tell-employer-or-college-about-criminal-record**](https://www.gov.uk/tell-employer-or-college-about-criminal-record)

[**https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates**](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

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| --- | --- | --- | --- | --- |
| **Declaration of individual** | | | | |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | | No  🞎 | Yes – please provide further information  🞎 |
| 1. 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? | | | No  🞎 | Yes – please provide further information  🞎 |
| 1. Have you been formally charged with any other offence in any country which has not yet been disposed of? | | | No  🞎 | Yes – please provide further information  🞎 |
| 1. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position? | | | No  🞎 | Yes – please provide further information  🞎 |
| 1. Have you ever been barred from working with Children or disqualified from working in Childcare | | | No  🞎 | Yes – please provide further information  🞎 |
| 1. Have you been prohibited from Teaching or taking part in management roles? | | |  |  |
| Please tick the boxes below and then sign this form. | | | | |
| 🞎 | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation’s attention. | | | |
| 🞎 | In accordance with the organisation’s procedures, if required I agree to provide a valid Enhanced DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | | | |
| 🞎 | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children. | | | |
| 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 or in contact with children. I understand that any relevant information that I have disclosed may be discussed 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 | | | | |
| Signature | |  | | |
| Print name | |  | | |
| Date | |  | | |