**Private and Confidential**

**Criminal Convictions Disclosure Form**

**Please read the information below before completing the form. The completed form must be brought to your interview for the post of (job) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and given to us in a sealed envelope.**

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.

Please complete the following form as accurately as possible.

**Note:** 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 and 2020). If you’re not sure whether one of your convictions is ‘protected’, you can [check here](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution).

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

**How we’ll use this information**

We’ll 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.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a ‘regulated position’ under the Criminal Justice & Courts Services Act 2000. The school’s policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?**

|  |  |
| --- | --- |
| Yes | No |
|  |  |

**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? (Y/N)?**

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Offence | Date | Court | Sentence/Penalty |
|  |  |  |  |

**Pending Prosecutions**

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

|  |  |  |
| --- | --- | --- |
| Alleged Offence | Appearance Date  | Court |
|  |  |  |

**Disqualification**

It is a legal requirement for schools and academies to ensure that the individuals they employ are not disqualified from working with children who have not yet reached the age of 8. **This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8.** By signing this form, you confirm that you are not disqualified from working in the specified settings. If you are appointed, you will be required to immediately inform the Headteacher if you become disqualified.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | Full Name (in capitals): |  | Date: |  |

**Prohibition from Teaching (if teaching post)**

I confirm that I am/am not (delete as appropriate) subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | Full Name (in capitals): |  | Date: |  |

Section 128 (if a management position e.g.Headteacher, teaching positions of the Senior Leadership team, or any teaching positions which carry a department headship.)

I can confirm that I am/am not (delete as appropriate) prohibited or restricted from participating in the management of Schools in line with under s.128 of the Education and Skills Act 2008.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | Full Name (in capitals): |  | Date: |  |

I certify that I have read and understood this form and to the best of my knowledge the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment or result in summary dismissal if I am in post, with possible referral to the police.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | Full Name (in capitals): |  | Date: |  |

If you are appointed, this form will be retained on your personnel file for the duration of your employment. If you are not appointed this form will be securely destroyed after six months.

**Please note**

**If you are unsure about what to disclose, please contact either** [**https://www.unlock.org.uk/**](https://www.unlock.org.uk/) **or** [**https://www.nacro.org.uk/**](https://www.nacro.org.uk/)