CRIMINAL CHECK FORM

Checks in respect of working with children.

**Details overleaf to be completed by all candidates and volunteers.**

In accordance with statutory requirements and Bridgemary School policy, checks are conducted for positions involving working with children (including young people and vulnerable adults). Information obtained through this process will only be used for the protection of these groups. This process will be conducted against Bridgemary School policy and the Criminal Records Bureau Code of Practice.

It is a criminal offence to apply for a position working with children if you are excluded from such work by virtue of a court order or exclusion by the Department for Children, Schools and Families (DCSF) or Department of Health. This applies to all work, paid or unpaid and under a contract or otherwise. Your signature at the end of this form will be regarded as confirmation that you are not excluded from working with children.

The position, for which you are applying, with the privileged access it gives to children, is also exempted under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **This means that you must disclose spent convictions and specifically you are required to indicate whether you have convictions and/or cautions, reprimands or warnings on the reverse side of this sheet.**

We will, through the Disclosure and Barring Service (DBS), make a check to establish any criminal/caution record. Accordingly, you will be required to complete a DBS disclosure form. Acceptance for the position for which you have applied will be subject to completion of a satisfactory DBS check at the following level:

* Enhanced disclosure

If you have any queries concerning the requirements for positions working with children, young people or vulnerable adults or the DBS disclosure process please contact Bridgemary School.

Name (in full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Please complete in Block Capitals)*

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been subject to a DBS (formerly Criminal Record Bureau) disclosure process?

□ YES □ NO (Please tick as appropriate)

Have you been convicted at a Court or Cautioned by the Police for any offence at any time?

□ YES □ NO (Please tick as appropriate)

If YES, please provide details of **spent and current** convictions or caution(s) or reprimands or warnings including date(s), Court or Police who dealt with the matter (continue on a separate sheet if necessary):

**Declaration:** I understand that this work is subject to a DBS disclosure process and I am aware that spent convictions will be disclosed. I hereby confirm I am not excluded from working with children and that the information I have given above is true.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_