



## *Appendix A: Staff Disqualification Declaration Form*

This form is to be completed by all relevant staff and volunteers as part of pre-employment checks. In addition to this, we ask all relevant staff to complete this form annually. It will be kept on the employee's personnel file.

Full Name: .....

Address: .....

Please respond to the questions listed below and sign the declaration to confirm that there are no reasons why you should not be working with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Headmaster, Director of Finance and Operations or the Deputy Head. Please circle yes or no against each point.

<b>Your personal situation:</b>	Yes	No
<ul style="list-style-type: none"> <li>Have you been barred from working with children (i.e. Does your name appear on the DBS Barring List?)</li> </ul>		
<ul style="list-style-type: none"> <li>Have you been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, either at home or abroad? (Please see a list of the relevant offences set out in the Appendix link below).</li> </ul>		
<b>Those you live with:</b>		
<ul style="list-style-type: none"> <li>Do you live in the same household as or is someone employed in your household who has unspent cautions or convictions for a relevant offence? (Please see a list of the relevant offences set out in the Appendix link below).</li> </ul>		
<ul style="list-style-type: none"> <li>Do you live in the same household as or is someone employed in your household who has been barred from working with children as a result of receiving a caution or conviction for a relevant offence? (Please see a list of relevant offences set out in the Appendix link below).</li> </ul>		
<ul style="list-style-type: none"> <li>Do you live in the same household as or is someone employed in your household who has been disqualified from working with children under the Childcare Act 2006?</li> </ul>		
<ul style="list-style-type: none"> <li>Do you live in the same household where someone who has been disqualified from registration under the Childcare Act 2006 lives or is employed?</li> </ul>		

<b>Care of children:</b>		
• Have your own children been taken into care?	Yes	No
• Have your own children been the subject of a child protection order?	Yes	No
• Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?	Yes	No
• Are you 'Disqualified from Caring for Children'?	Yes	No

If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. You are not required to disclose spent cautions or convictions of a person who lives or is employed in your household. Please ask HR for more information.

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Please note: Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. A factsheet explaining the process can be found on this link:

<https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>

Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such a waiver is confirmed. Please speak to the Headmaster, Director of Finance and Operations or Deputy Head for more information.

I understand my responsibility to safeguard children, and I am aware that I must notify the Headmaster immediately of anything that may affect my suitability to work with children. I will ensure that I notify my Cranford House School immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

I give permission for you to contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

I will ensure that I notify Cranford House School immediately if I live in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare. I understand that failure to comply with my obligations could be viewed as a disciplinary matter and carry the appropriate disciplinary sanction including, if sufficiently serious, the summary termination of my employment.

Signed: ..... Date: .....

**For Deputy Head (For Teaching Staff)/Director of Finance and Operations (For Support Staff):**

I have reviewed the above and confirm that no further action is to be taken.

(Deputy Head/Director of Finance and Operations) Signature:

..... Date: .....

OR

I have reviewed the above and the following action has been taken:

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Signed: ..... Date action taken: .....

**List of relevant convictions which can be found here:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/384712/DBS\\_referrals\\_guide\\_-\\_relevant\\_offences\\_v2.4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf)

Please note that due to changes in legislation, this list may not be exhaustive. If you have any queries or concerns, please contact the Headmaster, HR Department or Director of Finance and Operations.