Self-declaration form

Roles eligible for a DBS, that involve contact with children (under 18 years old)

# **Guidance to applicants or volunteers**

* 1. As part of our duty to safeguard pupils, the Trust and its schools will check whether applicants are barred from working with children, or whether they have convictions that make them unsuitable to work with children or unsuitable in the role.
  2. All applicants must be complete this form, even where a DBS check is not required. The information disclosed on this form will not be kept with the application form during the application process.
  3. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and will not be considered. The Trust and its schools cannot provide individual advice on whether a conviction is relevant and unspent.
  4. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information: Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.
  5. The information in this form will be used to:

1. Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
2. Inform our conversations with you about any relevant details during the interview process.
   1. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences
   2. If we offer you a position, we will compare the information 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.
   3. All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

| Your details | |
| --- | --- |
| Name |  |
| Role |  |

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| --- | --- | --- |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | |
| Tick as appropriate:  Yes  (Please provide details in the table below) No | | |
| Date | Details | |
|  |  | |
| 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? | | |
| Tick as appropriate:  Yes  (Please provide details in the table below) No | | |
| Date | Details | |
|  |  | |
| 1. Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK? | | |
| Tick as appropriate:  Yes  (Please provide details in the table below) No | | |
| Date | Details | |
|  |  | |
| 1. Have you been formally charged with or 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? | | |
| Tick as appropriate:  Yes  (Please provide details in the table below) No | | |
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| 1. Have you ever been known to any Children’s Services department or the police as being a risk or potential risk to children? | | |
| Tick as appropriate:  Yes  (Please provide details in the table below) No | | |
| Date | Details | |
|  |  | |
| 1. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children | | |
| Tick as appropriate:  Yes  (Please provide details in the table below) No | | |
| Date | Details | |
|  |  | |
| 1. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position? | | |
| Tick as appropriate:  Yes  (Please provide details in the table below) No | | |
| Date | Details | |
|  |  | |
| 1. Are you currently subject to any fitness to practice investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position? | | |
| Tick as appropriate:  Yes  (Please provide details in the table below) No | | |
| Date | Details | |
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| Confirmation of declaration | | |
| Please read and tick the boxes below, signing this form as confirmation of declaration. | | |
|  | I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I have provided above, or my suitability for the post. | |
|  | 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 school’s attention. | |
|  | In accordance with Haberdashers’ Academies Trust South’s procedures, I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | |
|  | I agree to inform the CEO / Executive Principal / Principal / Trust Director or their delegated senior leader at the school within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. | |
|  | 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 school to other persons or organisations in circumstances where this is considered necessary to safeguard other children. | |
|  | I understand that if I am shortlisted to interview for a role that has safeguarding responsibilities or significant public exposure, pre-employment screening of my social media will be undertaken. If any concerns are raised these will be discussed with me at interview. | |
| Signature | |  |
| Print name | |  |
| Today’s date | |  |