

### Staff Disqualification Self-Declaration Form

This form is to be completed by all relevant staff and volunteers as part of pre-employment checks.

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 Head. Please circle yes or no against each point.

Your Personal Situation			
• Have you been barred from working with children (i.e does your name appear on the DBS Barring List)?		Yes	No
• 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 below.)		Yes	No
Care of Children (If applicable)			
• Have your own children been taken into care?	n/a	Yes	No
• Have your own children been the subject of a child protection order?	n/a	Yes	No
• Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?	n/a	Yes	No
• Are you 'Disqualified from Caring for Children'?	n/a	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. Please ask the Head for more information.

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Please note: Staff who are disqualified from childcare or registration, 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 waiver is confirmed. Please speak to the Head for more details.

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

EATON HOUSE SCHOOLS  
POLICY DOCUMENT

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.

Signed : .....

Date : .....

For HR manager:

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

HR Manager signature : .....

Date : .....

**OR**

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

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.....

Signed : .....

Date action taken : .....

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

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Please note that due to changes in legislation, this list may not be exhaustive. If you have any queries or concerns, please contact the Head.