



SELF-DISCLOSURE FORM

Please complete this form and bring it with you on the day of your interview in a sealed envelope marked self-disclosure form. If we have not received this form, we reserve the right to withdraw the offer of the interview.

- We are committed to safeguarding and promoting the welfare of children. We expect all colleagues to share this commitment.
- The vacancy you are applying for is exempt from the Rehabilitation of Offenders Act 1974. Pre-employment checks will be carried out, professional references will be sought and successful candidates will be subject to an enhanced Disclosure & Barring Service (DBS) check and other relevant checks with statutory bodies. We comply with the DBS code of practice.
- Having a criminal record will not necessarily bar you from working with us; the nature of the position and the circumstances and context of your offences will be considered.
- As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children.
- As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and we cannot take these offences into account. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro (<https://www.nacro.org.uk/criminal-record-support-service>, 0300 123 1999) or Unlock (<http://hub.unlock.org.uk/contact>, 01634 247350) for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.
- All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the General Data Protection Regulation 2018 (GDPR).

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| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? | Yes/No |
| If yes, please provide further information: | |
| Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | Yes/No |
| If yes, please provide further information: | |
| Have you ever received any convictions, or adult cautions that are unspent? | Yes/No |
| If yes, please provide further information: | |

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| Have you ever received any other cautions or convictions that would not be filtered? | Yes / No |
| If yes, please provide further information: | |
| IF THE POST IS WORKING IN REGULATED ACTIVITY WITH CHILDREN Are you included on the DBS children's barred list? | Yes / No |
| If yes, please provide further information: | |
| IF THE POST IS A TEACHING ROLE Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? | Yes / No |
| If yes, please provide further information: | |
| IF THE POST IS A LEADERSHIP ROLE Have you been prohibited from management of an independent school? | Yes / No |
| If yes, please provide further information: | |
| Are you, or have you ever been, subject to any sanction relating to working with children in any country outside the UK? | Yes / No |
| If yes, please provide further information: | |

CONFIRMATION OF DECLARATION (READ, CHECK AND TICK BOXES BELOW)

- 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 disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation's attention.
- If required, 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 have completed a self-disclosure form at the application stage of the recruitment procedure and agree to inform the organisation within 24 hours if I am subsequently investigated, charged, cautioned or convicted by any agency or organisation in relation to concerns about my behaviour, especially 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 organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

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| YOUR SIGNATURE | |
| YOUR FULL NAME | |
| TODAY'S DATE | |