

**Criminal Record Declaration Form**

You are being asked to complete this form as you have been shortlisted for a post which is exempt from the Rehabilitation of Offenders Act 1974.

School and colleges must create a culture of safe recruitment and adopt recruitment procedures that help deter, reject or identify people who might harm children. The selection panel will make decisions about your suitability based on an assessment of a range of factors and evidence, including the information provided below. It is important that applicants understand that failure to disclose information could result in withdrawal of an offer of employment, disciplinary proceedings or dismissal.

Should you be offered employment with the school this will be subject to a satisfactory enhanced Disclosure and Barring Services check for work with children including a barred list check (if working in regulated activity).

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare:

* All unspent convictions and conditional cautions
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2020)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further information regarding filtering, including which offences will never be filtered, is available on the Gov.uk website: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

If you are unsure about which offences you are required to disclose further information is available here: <https://www.gov.uk/tell-employer-or-college-about-criminal-record>.

Alternatively, the following organisations provide individual, confidential advice and guidance on the disclosure of conviction information:

* **NACRO** - <https://www.nacro.org.uk/criminal-record-support-service/>
* **Unlock** - <https://www.unlock.org.uk/>

Please complete the information requested on the next page and return the completed form to the Headteacher at the school prior to your interview.

Any information you provide will be treated in the strictest confidence.

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Do you have any unspent convictions or conditional cautions under the Rehabilitation of Offenders Act (1974)?

Yes [ ]  No [ ]

Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes [ ]  No [ ]

If you have answered **yes**, you now have **two** options on how to disclose your criminal record.

**Option 1:** Please provide details of your criminal record in the space below. Continue on a separate sheet if required and staple to this form.

**Option 2**: You can disclose your record under a separate cover provided that you tick the box below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details of my conviction(s) separately [ ]  (Please tick if appropriate)

**DECLARATION**

I declare that the information provided on this form is complete and correct. I consent to the information provided on this form being shared, on a confidential basis, with members of the selection panel for the purposes of assessing my suitability for this role and to work with children. I understand that I will be required to have a satisfactory Enhanced DBS for work with children (with barred list check if working in regulated activity) if I am made a conditional offer of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name:  |  |
| Post applied for:  |  |

Further information about how the school uses, processes and stores criminal conviction information is available in our DBS Policy and Recruitment of Ex-offenders Policy which are available from the school on request.