

Criminal records self-declaration form

The EPA is committed to safeguarding and promoting the welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment.

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Please complete the following form as accurately as possible, then place it in a **separate sealed envelope** with '**Safeguarding Self Declaration Form**' and **your name** on the front and bring it with you on your interview day.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#).

If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We won't use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've 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.

Please note that all information 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 Data Protection Act 2018.

Name	
Role shortlisted for	

Self-declaration

	YES/NO
<p>Delete this row if the role you're recruiting for isn't in regulated activity</p> <p>The role you've applied for is 'regulated activity', so is eligible for a barred list check. Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?</p>	
<p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p>	
<p>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?</p>	
<p>Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?</p>	
<p>Delete this row if the role you're recruiting for isn't a <u>management position</u></p> <p>Are you subject to a section 128 direction?</p>	
<p>Delete this row if the role you're recruiting for isn't covered by <u>childcare disqualification requirements</u></p> <p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> ➤ Orders disqualifying you from caring for children ➤ Orders disqualifying you from private fostering ➤ Any refusal of an application for you to be registered in relation to a children's home ➤ Care/child protection orders issued in respect of a child in your care 	

	YES/NO
<p>Delete this row if the role you're recruiting for isn't covered by childcare disqualification requirements</p> <p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> ➤ Any offence against or involving a child ➤ Any sexual offence ➤ Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) 	
<p>Do the police or children's social care have your name and/or information on file for any reason?</p>	
<p>If you answered 'yes' to any of the questions above, please provide further information.</p>	

(For candidates as part of the recruitment process):

I agree that the information provided here may be processed in connection with recruitment.

I agree to provide a valid DBS certificate for viewing and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

(For candidates as part of the recruitment process, and for existing employees repeating this disclosure):

I accept that if any of the information is found to be false or misleading, or I fail to declare any information as requested, now or at any future time during my employment with the organisation, then this may be regarded as an act of gross misconduct which may lead to disciplinary action and potential dismissal from my position.

I understand that I have a duty to inform my employer should any of this information change at any time during my employment.

I agree to inform the organisation 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 organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed:

Date: