



APPENDIX 7 – Policy Statement on Recruiting Applicants with Criminal Records and Self Declaration Form

Congratulations on being shortlisted for interview. Please read the below information, complete and sign the Self Declaration Form and bring it with you to interview in a sealed envelope.

The Trust is committed to safeguarding children and young people and therefore must assess the suitability of applicants to work with children. The successful candidate will be subject to an enhanced DBS check (including barred list check for positions involving regulated activity with children) As part of our recruitment procedures, shortlisted candidates are required to complete a self-declaration form. This enables the Trust to assess suitability for roles working with children and provides an opportunity for candidates to disclose relevant information before statutory pre-employment checks are completed and to enable this information to be discussed at interview.

Failure to disclose relevant information requested as part of the Trust's safer recruitment procedures may result in an application being withdrawn, an offer of employment being withdrawn, or disciplinary action, including dismissal where applicable.

Any information disclosed will be treated confidentially and considered fairly in the context of the role and the Trust's duty to safeguard and promote the welfare of children.

Any offer of employment will be conditional on checks detailed in the Trusts Safer Recruitment Policy, whether an outcome of a check is satisfactory will be determined by the Trust.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our HR Director or another trained member of our Senior Leadership Team.

Policy statement on recruiting applicants with criminal records

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). You are therefore required to disclose any cautions and convictions that are not protected (filtered) in accordance with the legislation. Protected cautions and convictions should not be disclosed and will not be taken into account in recruitment decisions.

For more information about which convictions must be declared and further information about filtering offences;

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)

The Trust recognises the contribution that people with previous convictions can make as employees and volunteers and welcomes applications from suitably qualified applicants. A criminal record will not automatically prevent appointment. Each case will be considered individually, taking into account:

- The relevance of the information to the role.
- The seriousness of any offence or concern.
- The age of the applicant at the time.
- The time elapsed since the matter occurred.
- Any pattern of behaviour.
- The circumstances surrounding the matter.
- Evidence of rehabilitation.
- The safeguarding responsibilities of the role.

Information disclosed will be treated confidentially and considered only by those involved in assessing suitability for the post.

Please complete the self-declaration form below and bring it with you to the interview in a sealed envelope.

Self-Declaration Form

Surname		Forename	
Are you aware of any information, circumstance, conduct, investigation, finding or ongoing matter that may affect your suitability to work with children or young people, or that could reasonably be considered relevant to safeguarding?			Yes/No
If Yes please provide details.			
Do you have any cautions and convictions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).			Yes/No
If Yes please provide details including the offence and date.			

Are you currently subject to any police investigation, criminal proceedings, regulatory investigation, safeguarding investigation, or professional conduct process that has not yet concluded?	Yes/No
If Yes please provide details.	
Have you lived or worked outside the United Kingdom?	Yes/No
If yes, please provide details of the countries and dates	
Do you have any criminal record information, safeguarding findings, professional sanctions or other relevant information from overseas that may be relevant to your suitability to work with children?	Yes/No
If Yes please provide details;	
Are you currently subject to, or have you ever been subject to, a prohibition order, interim prohibition order, professional conduct finding, or any other restriction imposed by the Teaching Regulation Agency or equivalent professional body?	Yes/No
Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 as amended in 2018 (this declaration is relevant only for employees who will be caring for children under age 8 as defined in the above legislation)?	Yes/No
For Regulated positions only; Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation?	Yes/No
For posts involving management responsibility only: Are you aware of any order, restriction or direction that would prevent you from participating in the management of an independent school or academy trust?	Yes/No

DECLARATION

I declare that the information provided on this form is true, complete and accurate to the best of my knowledge. I understand that providing false, misleading or incomplete information, or failing to disclose relevant information, may result in my application being withdrawn, an offer of employment being withdrawn, or disciplinary action including dismissal if appointed.

Signed _____ Date _____