



Love one another as I have loved you

Criminal Record and Safeguarding Self-Declaration Form

This form must be completed by all shortlisted candidates before interview (or prior to a conditional offer, where applicable). The information disclosed on this form will be considered separately from the application form and recruitment selection process and will only be reviewed by those with a legitimate recruitment or safeguarding need to know.

Policy statement on recruiting applicants with criminal records

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, conditional cautions and cautions that are not "protected" (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to Nacro [guidance](#) and the DBS [website](#).

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

All cases will be examined on an individual basis, taking the following into consideration:

- The nature of the role.
- The safeguarding responsibilities involved.
- The seriousness of the information disclosed.
- Time elapsed since the incident.
- Whether it was a one-off incident or a history of incidents.
- Any mitigating circumstances.
- Whether the individual accepted responsibility for what happened.

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Hawthorn Lane, Tile Hill
Coventry, CV4 9LB

Private and confidential

Information contained within this form will be processed in accordance with UK GDPR, the Data Protection Act 2018 and the school's Recruitment Privacy Notice. Information will only be retained where necessary and in accordance with statutory safeguarding obligations and the school's retention schedule.



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- Whether the offence has been decriminalised.
- Legal and safeguarding requirements.

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not “protected” could result in disciplinary proceedings or dismissal. Further advice on disclosing a criminal record can be obtained from [Nacro](#).

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Employee or Volunteer Information	
Name:	
Address:	
Date of birth:	

Declaration of individual		
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.
2. 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?	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.
3. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.
4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.

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which may have a bearing on your suitability for this position?		
5. Have you ever been identified by Children's Services, the police or any safeguarding agency as presenting a risk or potential risk to children?	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.
6. Have you ever been the subject of disciplinary action, professional conduct proceedings, capability proceedings involving safeguarding concerns, or any sanction relating to children, vulnerable people, professional boundaries or abuse of trust?	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.

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8. Have you ever been the subject of any safeguarding allegation, concern, investigation or referral, including where the allegation was not substantiated but where the circumstances may reasonably be relevant to your suitability to work with children.	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.
9. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.
10. Have you ever been subject to: • A teacher prohibition order; • An interim prohibition order; • A Section 128 direction; • Disqualification under childcare legislation; or	No ☐	Yes ☐ – please provide further information including dates, the nature of the matter, the outcome, any mitigating circumstances and any information you wish the school to consider.

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Any equivalent restriction in the UK or overseas?		
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Confirmation of declaration	
Please tick the boxes below and then sign this form.	
☐	I declare that the information I have provided on this form is true, complete and accurate to the best of my knowledge and belief. I understand that providing false, misleading or incomplete information may result in withdrawal of any offer of employment, disciplinary action or dismissal.
☐	In accordance with the organisation's procedures, if required I agree to provide information in relation to gaining a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
☐	I agree to inform the organisation immediately, and in any event no later than five working days, if I become subject to a criminal investigation, safeguarding investigation, regulatory investigation or prosecution that may affect my suitability to work with children.
☐	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.
Signature:	
Print name:	
Date:	

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