

TO BE COMPLETED ANNUALLY

Model Self-Disclosure for Existing Workers to Share any Convictions / Cautions / Disqualifications etc

**Confidential
Declaration of Criminal Record and Other Relevant Information**

**Positions Exempt from the
Rehabilitation of Offenders Act 1974**

As stated on your application form when you originally applied for your post, because of the nature of the duties the post holder is expected to undertake, you are required to disclose details of any criminal record. The position in which you are working is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, court orders, reprimands and final warnings on your record need to be disclosed.

Only relevant convictions and other information will be taken into account so disclosure need not be a bar to continuing in your position.

If you declare your criminal record and / or other information and we believe this to have a bearing on the requirements of the post, we shall arrange to discuss the matter with you before any final decision is taken in relation to your role.

If you have any concerns or queries about filling in this declaration please contact the Headteacher.

You should be assured that the information you give will be kept securely and in accordance with the requirements of the Data Protection Act (ie once no longer required your Self-Disclosure form will be confidentially destroyed). Only the people directly responsible for making the decision will be informed of disclosed information on a need-to-know basis.

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1. Have you been released under investigation, arrested, cautioned, convicted or reprimanded since completing your last enhanced CRB/DBS Disclosure check?

Yes / No *(please delete as applicable)*

If yes, please give details

1a. Is your name included on the 'Disclosure and Barring Service (DBS) Children's Barred List' or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with children?

Yes / No *(please delete as applicable)*

If yes, please give details.

2. **Have you received any convictions, cautions, court orders relating to the care of children, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare (Disqualification) Regulations 2009? NB – disqualification is not the same as being barred by the DBS and includes:-**
- **being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;**
 - **grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);**
 - **having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering;**

Yes / No *(please delete as applicable)*

If yes, please give details

3. **Have you ever lived or worked overseas?**

Yes / No *(please delete as applicable)*

If yes, please give details

Country	Dates: to and from	Purpose

I certify that the information given by me on this self-disclosure form is true to the best of my knowledge and I understand that if subsequently I am found to be materially incorrect, my employer will be entitled to terminate my employment without notice.

Name (please print clearly):

Signed:

Dated:

Please return your completed declaration in a sealed envelope to the Headteacher or Chair of Governors (if appointment is for the position of Headteacher) marked Private and Confidential.