

**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 2018 NB – disqualification is not the same as being barred by the DBS and includes:-**

1. inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List
2. being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
3. certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations
4. refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children’s homes, or being prohibited from private fostering , as specified in paragraph 17 of Schedule 1 of the 2018 regulations
5. being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom

**Yes / No** (please delete as applicable)

If yes, please give details

**3. Have you ever lived or worked overseas? (remove this section if you don’t need to ask it)**

**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.*