

Criminal records self-declaration form

Instructions for individuals

This form should be completed only by those individuals who have been shortlisted and will be attending an interview with Pathfinder Schools.

Please do not complete this form and submit it with your application for employment.

Where you are required to complete this form please do so as accurately as possible.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicant's suitability to work with children is an integral part of the selection process.

This form must be completed, signed and brought to your interview under confidential cover.

Notes

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.

If you disclose a conviction or caution which we are not entitled to be advised of, this will be disregarded and will have no bearing on any appointment decision.

Before completing this form, it is important that you review the Ministry of Justice Guidance on the rehabilitation of offenders, which can be found here - <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>).

Confidential advice can also be sought from the National Charity Nacro.

<https://www.nacro.org.uk/criminal-record-support-service/>

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.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.

Name	
Post applied for	
School/workplace name	

Self-declaration

	YES/NO
<p>1. The role you've applied for is 'regulated activity', so is eligible for a barred list check.</p> <p>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>2. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p>	
<p>3. 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>4. Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?</p>	
<p>5. Please only complete question 5 if you are applying for a management position. Management positions are considered as;</p> <ul style="list-style-type: none"> • Trust members and trustees • Individuals who sit on committees or local governing bodies (LGBs) with delegated responsibilities <ul style="list-style-type: none"> ◦ For example, local governors on LGBs, or people who sit on trust committees but who aren't trustees 	

	YES/NO
<ul style="list-style-type: none"> • Staff engaged in management positions (see below) <p>The following are 'management positions':</p> <ul style="list-style-type: none"> • Headteacher/principal • Deputy headteacher • Assistant headteacher <p>Are you subject to a section 128 direction?</p>	
<p>6. Please only complete question 6 if the post you have applied for involves working in or managing;</p> <ul style="list-style-type: none"> • Early years provision (birth until 1 September following a child's fifth birthday) <ul style="list-style-type: none"> ○ It covers staff who provide any care for a child up to and including reception age ○ It includes education in nursery and reception classes, and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after-school care provided by the school) both during and outside school hours for children in the early years age range • Later years provision (for children under 8) <ul style="list-style-type: none"> ○ It covers staff who work in childcare provided by a school outside school hours for children under 8, including before-school settings such as breakfast clubs, and after-school provision ○ It does not include education or supervision during school hours, or extended school hours for co-curricular learning activities such as the school's choir or sports teams <p>Where the above does not apply please respond with n/a</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 	

	YES/NO
<p>➤ Care/child protection orders issued in respect of a child in your care</p>	
<p>7. Please only complete question 7 if the post you have applied for involves working in or managing;</p> <ul style="list-style-type: none"> • Early years provision (birth until 1 September following a child's fifth birthday) <ul style="list-style-type: none"> ○ It covers staff who provide any care for a child up to and including reception age ○ It includes education in nursery and reception classes, and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after-school care provided by the school) both during and outside school hours for children in the early years age range • Later years provision (for children under 8) <ul style="list-style-type: none"> ○ It covers staff who work in childcare provided by a school outside school hours for children under 8, including before-school settings such as breakfast clubs, and after-school provision ○ It does not include education or supervision during school hours, or extended school hours for co-curricular learning activities such as the school's choir or sports teams <p>Where the above does not apply please respond with n/a</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>8. Do the police or children's social care have your name and/or information on file for any reason?</p>	

	YES/NO
<p>If you answered 'yes' to any of the questions above, please provide further information.</p>	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school/trust aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signed:

Date: