

CONFIDENTIAL DECLARATION

To be completed by all new staff including regular volunteers prior to appointment and by all staff on a regular basis. Failure to complete this form may result in an offer of employment / work being withdrawn or termination of existing employment / work.

Full name:	DBS Application Reference (where applicable)
Date of birth:	School:
Address:	

Please answer each question listed below accurately and truthfully by circling either yes or no:

Section A: All staff	
1. Have you ever been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any criminal offence that would not be filtered* (see overleaf) in line with current guidance?	Yes / No
2. Do you have any prosecutions pending that would not be filtered in line with current guidance* (see overleaf)?	Yes / No
3. Are you currently under investigation or charged with any offence, pending police investigation?	Yes / No
4. Has your name ever been included in any DBS barred list?	Yes / No
5. Has your conduct ever caused concern or been likely to cause significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things?	Yes / No
6. Have you ever been found by a civil court to have caused significant harm to a child or young person under the age of 18, or has any civil court made any finding against you that any child or young person under the age of 18 was at risk of significant harm?	Yes / No
7. Has a child in your care or for whom you have or have had parental responsibility ever been removed from your care, been placed on the Child Protection Register, or been the subject of any order under the child protection provisions of the Children Act?	Yes / No
8. Are you taking any regular medication or other substances that you would need to bring with you to the school?	Yes / No
Section B: Staff engaged in teaching work only	
9. Are you prohibited from teaching or are there any restrictions in place relating to your teaching?	Yes / No
Section C: Staff engaged in early years' and/or childcare settings only**	
10. Are you disqualified from providing, being involved in the management of, or being employed in, early years' provision and childcare?	Yes / No
Section D: Governors only	
11. Are you subject to a Secretary of State Section 128 direction prohibiting or restricting you from taking part in the management of a school?	Yes / No

If you have answered YES to any of the above questions you must provide further information below:

Please include full details - approximate date/month/year, details of charge/offence, the court/police force concerned, any penalties imposed including dates and location of any periods of imprisonment. Use additional sheets if necessary.

Declaration Statement

I declare that the above information (and that on any attached sheets) is true and complete to the best of my knowledge. I understand that failing to provide information and/or providing false or misleading information may result in an offer of employment/work being withdrawn or the termination of my employment/work with immediate effect.

I understand my responsibility to safeguard children and vulnerable adults and I will notify my line manager/head teacher of anything that may affect my suitability.

I will immediately disclose any convictions, cautions, court orders, reprimands or warnings I may receive. I will notify the school immediately should any of the information provided above change.

If I am taking medication on a regular basis which I am required to have with me at the school I will notify my line manager/head teacher and will keep the medication in a safe place out of the reach of children.

I understand that the impact of any information disclosed either by me on this form and/or by the DBS will be considered by the school in relation to my application or if already appointed, my employment.

I understand that I will be asked to provide proof of my identity and that I will be subject to an Enhanced Disclosure from the Disclosure and Barring Service.

I give you permission to contact any previous settings, local authority staff, the police, the National College of Teaching and Leadership, Ofsted and/or the DBS to share information about my suitability to care for children.

Signed (Individual) _____ Date _____

Signed (Head Teacher) _____ Date _____

Further information

*Filtering criminal records: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Childcare Disqualification Regulations 2018:

<http://www.legislation.gov.uk/ukxi/2018/794/contents/made>

Keeping Children Safe in Education September 2018:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>