

DECLARATION OF UNSPENT AND RELEVANT SPENT CRIMINAL OFFENCES AND OTHER RELEVANT INFORMATION

**BEFORE COMPLETING THIS FORM
PLEASE READ THE FOLLOWING NOTES CAREFULLY.**

It is the policy of this Council and the School to require successful applicants for certain posts to disclose certain information on previous criminal records, or other relevant information, they may hold. This does not mean that possession of a criminal record or the requirement to provide other relevant information will automatically prevent you from working for the Council or the School. As part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction or other information provided will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the Council and the School comply with the Code of Practice recommended by the Disclosure and Barring Service and other statutory guidance.

Also, it is the Council and School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions, reprimands and warnings that you have which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NARCO and UNLOCK.

The Council, or School, will use information provided by the Disclosure and Barring Service, as well as other information received, when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions or other relevant information requested, could result in dismissal or disciplinary action by the Council or the School. Any information you give us about convictions and other relevant information will be kept confidential and will only be considered in relation to the job for which you are applying.

1. DECLARATION OF CRIMINAL OFFENCES

Using the guidelines below please list **all your unspent, and relevant spent, convictions, cautions, reprimands and final warnings**, including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending. You must provide details of the following:

Cautions relating to an offence from a prescribed list (see below) agreed by Parliament

Cautions given less than 6 years ago (where you were over 18 years old at the time of the caution)

Cautions given less than 2 years ago (where you were under 18 years old at the time of the caution)

Convictions relating to an offence from a prescribed list (see below) agreed by Parliament

Convictions that resulted in a custodial sentence (regardless of whether served)

Convictions given less than 11 years ago (where you were over 18 years old at the time of the conviction)

Convictions given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

The prescribed list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:
<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write **'NONE'**, proceed to **section 2. OTHER RELEVANT INFORMATION** and then sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

Nature of Offence(s)	Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)	Sentence(s)

2. OTHER RELEVANT INFORMATION

Please answer the following questions, stating 'YES' or 'NO' in the relevant box and providing other information where requested, if relevant.

QUESTIONS	If the answer is YES, State YES in the box below	If the answer is NO, State NO in the box below
Are you on the Children's Barred List in this country?		
Are you on the Adult's Barred List in this country?		
Are you prohibited from teaching or from carrying out teaching work either in England and Wales or elsewhere?		
Are you prohibited from taking part in the management of an independent school in this country?		
Have you committed any criminal offence(s) in any country in line with the law as applicable in England and Wales, not the law in your country of origin or country where you were convicted?		
Are you known to the police or children's social care in this country or elsewhere? <u>**If YES, please state brief details below or continue on a separate sheet:</u>	**	
Have you been disqualified from providing childcare in this country?		

All information given on this form will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

Please read the following statement carefully, then complete and sign overleaf. I certify that, to the best of my knowledge, the information I have given on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the Council and/or the School and that any current engagement may be terminated with immediate effect.

When you have completed sections 1. and 2. above, please complete and sign below as instructed, place the form in the attached envelope and seal it.

Signed:

Name (please print in CAPS):

Position applied for:

Date