

# THE QUEENSWELL FEDERATION

## SAFER RECRUITMENT POLICY

Policy Written by: Spencer Clayton

Date Written: September 2022

Date for Review: September 2024

Ratified By Governors: October 2022



### INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The Queenswell Federation is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with recent legislation, the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

### Equalities

At The Queenswell Federation we believe it is the right of all applicants, regardless of their gender, ethnicity, sexual orientation, physical ability or linguistic, cultural or home background to have access to fair and transparent recruitment policies and procedures.

We are strongly committed to positive action to remove and challenge discrimination in all aspects of the School and its work. The importance of awareness regarding the dangers of preconceived expectations based on stereotypes is essential and we bear this in mind when recruiting.

### AIMS AND OBJECTIVES

The aims of safer recruitment are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. This policy's objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the School.

### ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the Executive Headteacher and others involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.

- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

School governors may be involved in staff appointments, but the final decision will rest with the Executive Headteacher.

## **RECRUITMENT AND SELECTION PROCEDURE**

### **Advertising**

To ensure equality of opportunity, the school will advertise vacant posts to encourage as wide a field of applicants as possible, normally this entails an external advertisement, but the post may be filled internally if there are suitable candidates.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

### **Application Forms**

The Queenswell Federation uses the 'Barnet application form' and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies.

### **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

### **References**

References for short listed applicants may be sent for immediately after short listing or after conditional employment has been offered. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face may be undertaken with each referee to verify the reference. Where the reference is from an organisation, this should be on headed paper. It is understood that young people seeking employment may not have suitable references as outlined above; in that situation, the Executive Headteacher should risk assess the situation and make a judgement.

The Federation does not accept open references, testimonials or references from relatives.

### **Interviews**

There will be a face-to-face interview (or video conferencing under certain circumstances) and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Only original documents will be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed at the end of the recruitment process.

## **OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the NCSL Safer Recruitment Training. The checklist will be retained on personal files.

## **Disqualification**

A person is disqualified if they are 'found to have committed' an offence which is included in the 2018 Regulations.

The types of offences that are included by definition in the regulations are not contained in one single list. Some of the more common offences that will result in disqualification include:

- Bring convicted of a 'relevant offence' (refer to [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006));
- On or after 6<sup>th</sup> April 2007, being given a caution for a relevant offence;
- On or after 8<sup>th</sup> April 2013, being given a youth caution for a relevant offence;
- Offences against children (including those that result in inclusion on the Children's Barred List);
- Those individuals subject to a Sexual Offence Prevention Order (SOPO);
- Offences involving violence or a sexual offence against children or adults, including murder, manslaughter, kidnapping and false imprisonment;
- Possession of indecent photographs of children;
- Actual and grievous bodily harm

The criteria for disqualification under the Childcare Act 2006 and 2018 Regulations include:

- Inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;
- Being found to have committed certain criminal offences against children and adults;
- Certain orders made in relation to the care of children;
- Living in the same household where someone who is disqualified lives and being employed to provide childcare in that domestic setting (e.g. childcare);
- Refusal/cancellation of registration relating to childcare, children's homes, or prohibition from private fostering;
- Committing an offence overseas which would constitute an offence regarding disqualification.

Staff are covered by this legislation if they are directly concerned with early years childcare or later years childcare in nursery, primary or secondary school settings.

## ***Ofsted 'Waiver From Disqualification'***

- If a school has relevant information and think an individual falls within the disqualification criteria, they must inform [Ofsted](http://www.ofsted.gov.uk).
- Following this step, the school must inform the individual that Ofsted has been involved.
- Ofsted will ask the individual to complete a waiver application which includes the following details:
  - Details of any order, determination, conviction, or other ground for disqualification from registration under the 2009 Regulations.
  - The date of the order, determination or conviction, or the date when the other ground for disqualification arose.

- The body or court which made the order, determination or conviction, and the sentence imposed.
- A certified copy of the relevant order.

A school must not employ an individual while the Ofsted application is underway. With HR advice, the school could choose to adopt one of the following approaches:

- Redeploy the Ofsted applicant to another role altogether, albeit temporary;
- Grant paid leave until the waiver is granted;
- Suspend the individual (if neither of the above are possible).

### **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at The Queenswell Federation.

### **Employment Of Ex-Offenders**

- The Queenswell Federation undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Queenswell Federation can only ask an individual to provide details of convictions and cautions that The Queenswell Federation are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- The Queenswell Federation can only ask an individual about convictions and cautions that are not protected
- The Queenswell Federation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- The Queenswell Federation has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- The Queenswell Federation actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- The Queenswell Federation select all candidates for interview based on their skills, qualifications and experience
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- The Queenswell Federation ensures that all those in The Queenswell Federation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Queenswell Federation also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, The Queenswell Federation ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- The Queenswell Federation makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request

- The Queenswell Federation undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **DBS (Disclosure and Barring Service) Certificate**

All staff and governors at The Queenswell Federation require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee. Other individuals who undertake regulated activities at the school must also be checked.

It is the School's policy to re-check employee's DBS Certificates every five years and in addition any employee that takes leave for more than three months (i.e.: maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff at The Queenswell Federation are aware of their obligation to inform the Executive Headteacher of any cautions or convictions that arise between these checks taking place. A yearly declaration is completed confirming there are no changes.

### **Definition of Regulated Activity and Frequency**

An activity is regulated activity in relation to children if carried out:

- frequently (once a week or more often), or on 4 or more days in a 30-day period;
- by the same person, engaged in work for or in connection with the purposes of the school; and
- it gives the person the opportunity, in their work, to have contact with children.

### **Pending DBS certificates**

The school will allow staff to work in regulated activity before a DBS is available providing all other checks have been carried out including a separate children's barred list check. These should only be carried out if awaiting a DBS or where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation.

### **Section 128**

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management and governance of a school under the terms of a direction made by the Secretary of State for Education. An individual who is subject to a section 128 direction is unable to:

- take up a management position in the school;
- be a governor

### **Teacher Employer Access**

The Federation uses the TRA's Employer Access service to make prohibition, direction, restriction, and children's barred list checks. The service is free to use and is available via the TRA's web page. Users will require a DfE Sign-in account to log onto the service.

### **Dealing with convictions**

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Executive Headteacher. A decision will be made following this meeting.

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form. The school's HR provider will advise accordingly regarding staff from overseas.

### **Medical Fitness**

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

### **Overseas checks**

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. The School, in accordance with the UK Border Agency Code of Practice, will, if applicable, sponsor all new foreign members of staff (see Certificate of Sponsorship section).

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant country.

Professionals from the EEA can have prohibition and teaching checks through the NCTL Teacher Services' System. Some overseas qualified teachers can apply to the Teaching Regulation Agency (TRA) for the award of qualified teacher status (QTS) in England.

It is recognised that there may be limitations with regard to information received from abroad. The Executive Headteacher should risk assess the situation and make a judgement, based upon information received. Further advice will be sought from the HR provider, if required.

### **Induction Programme**

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Safeguarding & Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

### **Single Centralised Register of Members of Staff**

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfES requirements. This is kept up-to-date and retained by the School Administrator. The Single Centralised Register will contain details of the following: -

- All employees who are employed to work at the school;
- all employees who are employed as supply staff to the school whether employed directly or through an agency;
- all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g.: sports coaches etc.
- information regarding contractors and their on-site employees

The Centralised Register will be updated and altered according to current DfE guidance & advice from the school's HR provider. Unless specifically requested, there is no requirement to apply changes historically to members of staff employed before any changes made.

A designated Governor will be responsible for auditing the Single Centralised Register and reporting his/her findings to the full Governing Body during the year.

## **Record Retention / Data Protection**

The Queenswell Federation will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed. The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept centrally in the Executive Headteacher's Office in a locked and secure cabinet and/or on a secure cloud drive.

## **Ongoing Employment**

The Queenswell Federation recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Appraisal Policy

## **FURTHER RECRUITMENT GUIDANCE**

### **The Selection Panel**

1. A Selection Panel will be convened for the appointment of an Executive Headteacher or Head Of School. The Selection panel will consist of 5 members, with the chair of the panel not having the casting vote. All members must be available to attend meetings for agreeing documentation, long-listing, shortlisting and attending two rounds of interviews where appropriate. The appointment of a Headteacher or (Deputy Headteacher) has to be followed by a full Governing Body meeting to ratify the appointment. The panel may also include a LA representative(s). The LA representative(s) will act as advisor to the panel, but will have no voting powers.
2. A Staffing Appointments Panel will be convened from members of the Staffing Committee for all TLR2b posts & external candidates for TLR2a posts. At the minimum, a Staffing Appointments panel should always consist of a member of the Staffing Committee, the Headteacher and another member of senior staff. All members must be available to attend meetings for agreeing documentation, long-listing, shortlisting, observations and attending interviews.
3. The Resources Committee will be informed when a post becomes vacant, with dates for short listing and interviews. It is up to members of the staffing committee to decide if they wish to be part of the process or delegate this responsibility to the Headteacher (unless described above).
4. Internal candidates for TLR1/ 2 positions will be asked to present a supporting statement for the post. The candidate will also be interviewed, as a minimum, by the Headteacher & Head Of School. If there is more than one candidate, a Staffing Appointments Panel should be convened. The decision should be made based on the interview & supporting statement.
5. All other candidates for vacant posts will be interviewed, as a minimum, by the Headteacher and one other:
  - Teachers –Executive Headteacher & Head Of School/ SLT
  - Teaching Assistants – Executive Headteacher & SENCo/ SLT
  - Nursery Nurses & EYFS staff – Executive Headteacher & Assistant Headteacher/ SLT
  - Non-teaching – Headteacher & appropriate staff

All candidates will be asked to complete a LA application form, provide a supporting statement & the contact details of two referees. Applicants for teaching posts (except NQTs) will be asked to teach a class, having been given set criteria in advance. The

interview panel will observe teaching, which will be used in subsequent judgements. Applicants are advised they may bring a portfolio of work.

Teaching assistants will be required to teach a group of children, prepare a written statement and undertake a maths test alongside their interview.

6. All Selection & interview panels must have a Safer Recruitment trained person. It is essential that due regard is given to safer recruitment at every stage of the recruitment process.

## **Recruitment Process**

1. When a position becomes vacant, the Federation will review its staffing structure to see whether current staff can undertake the role either permanently or temporarily. If there is an element of competition, then a fair selection process must follow.
2. An advertisement will be placed in the school (for internal candidates, if appropriate), external websites and local press. The advertisement will always include a statement regarding equalities & safeguarding and acceptable DBS clearances. The closing date and interview date will also be included in the advertisement.
3. Applicants will receive an application form and information about the School, including our aims and equalities statement, a job description and selection criteria. Applicants will receive a link to the school's prospectus.
4. All interested applicants will have the opportunity to visit the school prior to submitting their application should they wish to do so.
5. All advertisements will indicate a closing date for applications. All applications received by noon on this day will be considered. Applications received after the deadline will not be considered.
6. Members of the interview panel will be involved in the shortlisting of applicants. Shortlisting and invitations to interview should take place within one week of the closing date for applications.
7. Shortlisting will be based upon the consideration of the degree to which the candidates meet the criteria described in the selection criteria as indicated in their application form and supporting statement.
8. References will normally be requested for shortlisted candidates when invited for interview, although they will remain confidential until after the interviews are completed. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Open references or testimonials are not permitted. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. All written references must be signed and where possible be produced using an organisation's letterhead.
9. Referees will always be asked specific questions about:
  - the candidate's suitability for working with children and young people;

- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

10. Shortlisted candidates for TLR (Teaching & Learning Responsibility) positions may be visited by the Headteacher/ panel members and observed teaching, according to an observation proforma, based on the selection criteria as directed by the committee.
11. Due to the volume of applications for non-teaching posts, applicants are advised that should they not hear from the school prior to the interview date, they have not been shortlisted. Applicants may still enquire as to why they were not shortlisted within one month of the shortlisting process.

### **The Interview**

1. Members of the selection panel will meet prior to the first interview to discuss interview procedures and agree the order of interview questions.
2. The selection panel must ensure that any gaps in employment or education history are explored
3. Interview questions must include questions on:
  - Safeguarding
  - Disabilities
  - Any personal circumstances that the school should be aware
4. All members will take notes during the interview. The notes will be kept at the school/LA for three months and will remain confidential.
5. Discussion of the suitability, or otherwise, of interviewees will take place on completion of all interview NOT between each interview. All members of the panel must be present.
6. Scoring of interview responses will be used if required when making a final judgement.

### **The Selection**

1. Selection will be based upon the consideration of the degree to which the candidates meet the criteria described in the selection criteria as indicated by the Executive Headteacher's prior observation, the response to the interview questions and presentation (as applicable).
2. The Chairperson (or Executive Headteacher) shall offer the successful candidate the vacant position as soon as possible after the decision has been reached. It should be made clear that the offer of a job is subject to the usual police and reference checks. Once the offer has been accepted, all other candidates will be notified as soon as possible. Formal letters should follow up telephone calls. All candidates, both successful and unsuccessful, should be offered a debrief.
3. Should an offer of a position be declined, the post will be offered to the next suitable candidate. If there is no other suitable candidate the post will be re-advertised and the selection and recruitment process be administered anew.

### **Opportunity to seek Reasons for Not being Short-Listed for Interview or Selected for Post**

Candidates who wish to seek reasons for not being short-listed or selected will be advised to request details in writing to the selection panel. Candidates have up to three months in which to seek reasons and application forms and selection notes are kept for this period. The selection panel will refer the letter to the school's HR officer for advice. Should the candidate not be satisfied with the selection panel's reply, they may refer the matter to the Employment Tribunal.

### **Before Commencement of Post**

A Disclosure & Barring check will be sought. Staff should not routinely commence work in advance of the check, although this will be at the Executive Headteacher's discretion and safeguarding procedures will be used until the DBS check is received. ***Any member of staff who has not completed their DBS form within four weeks of commencing employment will be sent home without pay. For teachers, registration with the DfE and qualifications (including QTS) will also be checked.***

### **Internal Candidates**

Applications received from existing staff should be considered strictly in accordance with the recruitment and selection process. Internal applicants should be advised they will be selected for interview based on their application and how well they have demonstrated they meet the requirements of the person specification.

Internal applicants are not required to complete a new application form if the role is of the same basic description (i.e. a teacher applying for a senior position). As information regarding teaching ability has already been garnered from other sources, an observation would not normally be required.

In order to ensure a fair process, members of the Governing Body must attend where there is more than one internal applicant and/ or internal and external candidates.

The Queenswell Federation ensures that all relevant pre-employment checks are carried out on **employees and workers engaged directly**. In particular, the following specific safeguarding checks are carried out:

- All employees/workers appointed/engaged prior to March 2002 (and with no subsequent change to their employment arrangement requiring a further check) have been subject to a **check against List 99**; additionally, those appointed between 1989 and March 2002 would have been subject to a **satisfactory police check**;
- All employees/workers appointed/engaged since March 2002 have been subject to a **satisfactory Enhanced Criminal Records Bureau (CRB) check**. This check included a **check against List 99**;
- All employees/workers appointed/engaged since 12<sup>th</sup> October 2009 have been subject to a **satisfactory Enhanced CRB check, including a check against List 99/Independent Safeguarding Authority (ISA) Barred List**;
- All employees/workers appointed/engaged since 1<sup>st</sup> December 2012 have been subject to a **satisfactory Enhanced with Barred List check through the Disclosure and Barring Service (DBS)**.

**DBS checks are completed for every employee and governor every five years.**

The Queenswell Federation also ensures that **relevant employees, and workers engaged directly** are not disqualified under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 from those working in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8.

Such employees and workers are required to sign an annual declaration to confirm that there has been no change to their criminal record and that they are not disqualified under the Childcare Disqualification Regulations.

**Unsupervised, regular volunteers** are also subject to the above safeguarding checks.

**Supervised, regular volunteers** are subject to the above safeguarding checks, with the current exception of the Children's Barred List check.

**Third party organisations deploying staff or workers to the school** are required to provide confirmation that pre-employment and safeguarding checks relevant to the role have been carried out.

## Staff information

Name	
Role	

As part of our duty to safeguard pupils, we are required to ask whether you, or the persons you live with, have been disqualified from caring for children. Please answer the questions and sign both of the declarations below.

## Self-declaration

Are you disqualified from caring for children?	<b>Yes/No</b>
Have you been barred from working in regulated activity with children?	<b>Yes/No</b>
Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>Yes/No</b>
Have your own children been subject to a child protection order?	<b>Yes/No</b>
Are you disqualified from private fostering?	<b>Yes/No</b>
Please provide further information where you have answered 'Yes' to any of the questions above. ..... .....	
I will make the school aware of any changes in my circumstances, including any cautions or convictions that affect my suitability to care for children.	
Signed:.....	Date:.....

## Association Declaration

To the best of your knowledge, are you living in a household where another person who has been disqualified from caring for children lives or works?	<b>Yes/No</b>
Please provide further information where you have answered 'Yes' to the question above. ..... ..... .....	
I will make the school aware of any changes in these circumstances, and will notify the school where I become aware that a person who lives or works in my household is disqualified from caring for children.	
Signed:.....	Date:.....