**Bedlington West End Primary School**

# CRIMINAL RECORD DECLARATION

Please complete this disclosure form and return to Angela Markham-Lee at [angela.markham-lee@westend.northumberland.sch.uk](mailto:angela.markham-lee@westend.northumberland.sch.uk) **at least one day** prior to interview. If we have not received the form by then, we reserve the right to withdraw the offer of interview. If the form is returned electronically then you will be asked to sign the form at interview.

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974. As you have been shortlisted, you are required to disclose any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Full details on the information that should be provided can be found from the Ministry of Justine through the [Government website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) or [Unlock](https://hub.unlock.org.uk/) for impartial advice.

Where you are registered for the DBS update service, please also complete section 2 of the form.

This form must be physically signed. An electronic version is not acceptable.

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| **Section 1: Declaration** | |
| As the occupant of this post will have substantial access to children, a disclosure request will be made to the appropriate organisations to ascertain whether their records reveal any criminal convictions (including spent convictions). **Failure to disclose any criminal conviction could prevent further consideration of an applicant for appointment**. | |
| **Question** | **Yes/No/Not applicable**  **(If yes, please provide further details)** |
| Do you have any convictions or adult cautions that are unspent? |  |
| Do you have any other cautions or convictions that would not be filtered? |  |
| Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post in line with the law in England/Wales? |  |
| Are you known to the police or children’s social care for any other reasons that could affect your suitability for this post? |  |
| **[only to be completed where the post applied for involves working in regulated activity** [**(see page 56 KCSIE)**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf%20) **with children]**  Are you included on the DBS children’s barred list? |  |
| **[only to be completed where the post applied for involves working in regulated activity** [**(see page 56 KCSIE)**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf%20) **with children]**  Are you included on the DBS adult barred list? |  |
| Are you, or have you ever been, prohibited from Teaching by the TRA or NCTL or sanctioned by the GTCE? |  |
| Have you been prohibited from management of an independent school (S128)? |  |
| Have you lived or worked outside the UK for more than 3 months in the last 5 years? |  |
| Are you subject to any sanctions relating to work with children in any country outside the UK? |  |
| I declare that the information given in this form is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 2018 for my employer to retain and to make reasonable use of the personal information, I have provided in connection with its employment policies, procedures and practices.  **Print Name: …….…………………….……………..**  **Date of Birth: …….…………………….……………..**  **Signature: .…………………………………………**  **Date: ………………………………………….** | |

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| **Section 2: DBS Update Service** |
| I confirm that I am registered with the DBS update service. If successful, I give permission for Bedlington West End Primary School to access and check the original certificate for my DBS record.  **My DBS Certificate Number: ………………………………………**  **Print Name: …….…………………….……………..**  **Date of Birth: …….…………………….……………..**  **Signature: .…………………………………………**  **Date: ………………………………………….** |