A logo of a college

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**School Criminal Record Self-Declaration**

You have been asked to complete this form because the role you have applied for, and for which you have been shortlisted for interview, is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process. Please return this form to the HR Manager at least one day prior to your interview. If we have not received this, we reserve the right to cancel the interview.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted applicants are required to declare:

* All unspent convictions and conditional cautions
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to [Nacro guidance](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/What-do-I-need-to-disclose_.pdf) and the [guidance published by the Ministry of Justice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf) (see, in particular, the section titled ‘Exceptions Order’).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* Your age at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) provided.
* Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form will normally result in the offer of employment being withdrawn. Dismissal may also happen if we find out any relevant information after appointment. Further advice and guidance on disclosing criminal records can be obtained from [Nacro’s Criminal Record Support Service](https://www.nacro.org.uk/criminal-record-support-service/).

**School Criminal Record Self-Declaration Form**

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| --- | --- | --- | --- | --- | --- |
| **Surname:** |  | **Forename:** |  | | |
| **Post applied for:** |  | **Date:** |  | | |
| **NI Number:** |  | **Teacher Ref No:**  (if applicable) |  | | |
| **Date of QTS:**  (if applicable) |  |  |  | | |
| St Columba’s College is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies | | | | | |
| Do you have a criminal record?  If yes, what is the nature of the offence?  Date of conviction  Penalty | | | | Yes | No |
| Have you ever been barred from working with children (up to age 18) or disqualified from working in Childcare? | | | | Yes | No |
| Have you ever been the subject of any proven/unproven investigation(s), complaint(s) in relation to your work with children, whether in a paid or voluntary capacity? | | | | Yes | No |
| Is there any relevant court action pending against you? | | | | Yes | No |
| **Teaching Posts Only:** Have you ever been prohibited from teaching or sanctioned by the Teaching Regulation Agency? | | | | Yes | No |
| **Management Posts Only:** Have you ever been prohibited from the management of an Independent School (s128)? | | | | Yes | No |
| If you have answered ‘Yes’ to any of the questions above, please provide full details: | | | | | |
| **Please complete and sign the declaration below:**  I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. | | | | | |
| Signed: | | Dated: | | | |