

**Policy statement on recruiting applicants with criminal records**

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children, older or vulnerable people. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

We recognise the contribution that former or ex-offenders 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 the role and which do not make them a risk in the role for which they are applying.

If you are successful in this recruitment process, the school will then obtain a disclosure from the Disclosure and Barring Service (DBS) about you, irrespective of whether you tick Yes or No. This will be discussed with you at the time. The DBS uses a ‘filtering’ process which will identify and remove protected convictions and cautions so that they are no longer disclosed on a DBS certificate (DBS check). The information gained will be used by the school to check your suitability for the post. This form will be made available to the interview panel.

Name:	
Post Applied For:	
School:	
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)?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been barred from working with Children or disqualified from working in Childcare?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you subject to any sanctions in the EEA?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>Teaching Posts Only:</u> Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>Management Posts Only:</u> Have you been prohibited from the management of an independent school (s128)?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If you have answered yes to any of the above, please use the space below to provide further details.</b> In relation to criminal history, please provide details of pending prosecutions, convictions,	

cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence.  
(Please continue on the reverse and/or another sheet if necessary).

I confirm that the information that I have given on this form is true, correct, complete and up to date.

Signed:

Date:

**Note:** Should you fail to disclose any relevant information, as detailed above, and the Disclosure and Barring Service (DBS) information confirms that you have any prosecution pending, or that you have been convicted at a Court, or cautioned by the Police for any criminal offence, or that there are any other matters causing the school to reasonably conclude that you may be unsuitable for the post, then you will be disqualified from appointment. If already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

**Note:** If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration at interview.