

Name of School:		Name of recruitment contact at school:	
Name of applicant:	Post shortlisted for:		Date of request:

CONFIDENTIAL

Shortlisted applicants - self-declaration of criminal record and other relevant information

From September 2022, the Government's statutory guidance for schools and colleges on safeguarding children and safer recruitment, Keeping Children Safe in Education (KCSIE), requires all shortlisted applicants for posts in schools and colleges to sign a self-declaration of their criminal record or information that would make them unsuitable to work with children. This includes offences or information relating to activities in any country, whether or not covered by the same laws as the UK.

Declaration

Please consider whether any of the following apply to you, ensure that you provide the correct information and sign the declaration below.

All information will be treated as confidential and only shared as necessary for the purposes of the safer recruitment process. You may request a confidential discussion with the recruitment contact named above if you have any concerns.

Providing false information in order to secure employment will be considered a disciplinary offence and may lead to dismissal.

a) Spent and unspent convictions

All school-based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for school-based jobs must, therefore, disclose all spent and unspent convictions.

b) Other relevant information

Applicants must also declare any other information that could make them unsuitable to work with children. Paragraph 216 of KCSIE provides the following examples:

- if they have a criminal history;
- if they are included on the children's barred list;
- if they are prohibited from teaching;
- if they are prohibited from taking part in the management of an independent school;
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;

- if they are known to the police and children's local authority social care (including any actions that are currently pending);
- if they have been disqualified from providing childcare (see KCSIE paras 263-267); and,
- any relevant overseas information.

Can I still be considered for employment?

This does not mean that applicants will automatically be deemed unsuitable. The information provided will be considered in relation to the nature of the work for which you have applied.

Further information

A copy of KCSIE can be found at www.gov.uk/government/publications/keeping-children-safe-in-education--2 - see paragraph 216.

Further information on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 can be found at www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Applicant Declaration

✓ as applicable

☐	I have read the above guidance and have no relevant information to provide – go to signature below.
☐	I have read the above guidance and have relevant information to provide, as follows: (Please ensure that you include all information relevant to a) and b) above and then complete the signature section below. Attach further page if required.)
I confirm that this information on this declaration is correct and up to date and that I have read and understand the Privacy Notice for Candidates.	
Signed: _____ Print Name: _____	
Date: _____	