TOVE LEARNING TRUST

Inspiring education that leads to outstanding outcomes

Criminal Convictions Disclosure Form

Please read the information below before completing the form. The completed form must be sent via email to HR (school address) before interview for the post of (job) on (date).

It is the Trust's policy to require all applicants for employment to disclose criminal convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

In addition, the job that you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 14974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work that you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The Trust's policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the Police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Please read the information here before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact NACRO or UNLOCK for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

NACRO
https://www.nacro.org.uk/criminal-record-support-service/ or email helpline@nacro.org.uk or telephone 0300 123 1999

UNLOCK
https://www.unlock.org.uk or telephone 01634 247350 or Message/WhatsApp on 07824 113848

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 Yes/No

*only ask if you are recruiting to a post working in regulated activity with children

Are you included on DBS Children's Barred List? Yes/No

Are you known to the Police and Children's Social Care? Yes/No

Is there any relevant overseas information about you that may impact your suitability to work with children? Yes/No

Please complete the table entering 'none' if applicable. Continue overleaf if necessary

Offence	Date	Court	Sentence/Penalty

Pending Prosecutions

Please complete this table entering 'none' if not applicable. Continue overleaf if necessary

Offence	Date	Court	Sentence/Penalty

Disqualification

It is a legal requirement for Schools and Academies to ensure that individuals they employ are not disqualified from working with children who have not yet reached the age of 8/ This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8. By signing this form, you confirm that you are not disqualified from working in the specified settings. If you are appointed, you will be required to immediately inform the Headteacher if you become disqualified.

Signature		Full Name (in capitals)		Date	

Prohibition from Teaching (if Teaching post)

I confirm that I am/am not (delete as appropriate) subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013

Signature		Full Name (in capitals)		Date	

Section 128 (if a Management position i.e. Headteacher, member of SLT or any teaching position which carries a department headship)

I confirm that I am/am not (delete as appropriate) prohibited or restricted from participating in the Management of Schools in line with Section 128 of the Education and Skills Act 2008.

Signature		Full Name (in capitals)		Date	

I certify that I have read and understood this form and to the best of my knowledge the information that I have entered is true and complete. I understand that if I have failed to disclose or give false information then it will disqualify any offer of employment, or result in summary dismissal if I am in the post, with possible referral to the Police.

Signature		Full Name (in capitals)		Date	

If you are appointed, this form will be retained on your Personnel file for the duration of your employment.
If you are not appointed this form will be securely destroyed after six months.