



## **Pre-employment Self-Declaration of Criminal Record Information**

Statutory guidance from 'Keeping Children Safe in Education (2025)' details a requirement for all relevant staff working in schools to complete a self-declaration form disclosing their criminal record or information that would make them unsuitable to work with children *prior* to interview. The purpose of a self-declaration is so that applicants will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared.

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed individually and fairly by reference to the School's objective assessment procedure.

However, failure to disclose a criminal offence, having been bound over or cautioned or that you are currently the subject of criminal proceedings which might lead to a conviction, an order binding you over or a caution, or fitness to practice proceedings undertaken or being undertaken by an appropriate licensing or regulatory body, will disqualify you from appointment and if applicable, a referral will be made to the relevant professional body.

**You are therefore asked to complete and sign the declaration below confirming your criminal record or information that might make you unsuitable to work with children. Please submit this at the same time as submitting your application form.**

If you do not complete and return the form with your application, your application will unfortunately be withdrawn from consideration.

The information disclosed will be kept strictly private and confidential by HR. HR will share disclosures, only after shortlisting has occurred, with the Head or Bursar (dependent on the role applied for) for consideration.

If you have any queries or concerns then please do not hesitate to contact Julie Boyer, HR Manager, on 01273 465944 or email [jboyer@lancing.org.uk](mailto:jboyer@lancing.org.uk)

### Self-Declaration of Criminal Record Form

<b>Full Name:</b>
<b>Job title applied for:</b>
<b>Address:</b>

You are advised that under the provision of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1075 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions, including “spent” convictions.

More information can be found at

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

	Yes	No
• Do you have a criminal history?		
• Have you been convicted by the courts of any criminal offence?		
• Are you included on the Barred List?		
• Is there any relevant court action pending against you?		
• Have you been prohibited from teaching?		
• Have you ever received a caution, reprimand or final warning from the police?		
• Are you prohibited from taking part in management of an Independent school?		
• Are you known to the police and/or children’s social care?		
• Have you been disqualified from providing childcare?		
• Have you ever received a prohibition, sanction or restriction whilst training or working overseas (including EEA member states) that might prevent you from taking part in certain activities or working in specific positions such as a teacher?		

**If you have answered YES to any of these questions, please include a statement setting out the full details and context of the situation.**

**STATEMENT - Details of the order, restriction, conviction, caution, etc.**

I confirm the information I have given on this form and is true and correct to the best of my knowledge. I understand that providing false information is an offence which could result in my application being rejected or, if the false information comes to light after my appointment, summary dismissal and may amount to a criminal offence.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature: .....

Print Name: .....

Date: .....

Author: Jennine Mailer

August 2021

Reviewed by Julie Boyer:

September 2025

Next Scheduled Review:

September 2026