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| **Full Name:** |  |
| **Job Title:** |  | **School/Department:** |  |

**Self-Disclosure form is for roles which are covered by the Rehabilitation of Offenders Act 1974 in England, Scotland, and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. As per our policy, all roles are considered “Regulated Activity”.**

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of this role, this could include checking criminal convictions and checking that you are not barred from working with children. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

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| **Do you have any unspent conditional cautions or convictions in the UK?** | **No** [ ]  **Yes** [ ]   |
| If yes, please provide further information: |
| **Do you have any unspent conditional cautions or convictions overseas?** | **No** [ ]  **Yes** [ ]   |
| If yes, please provide further information: |
| **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?** | **No** [ ]  **Yes** [ ]   |
| If yes, please provide further information: |
| **Have you ever been known to any Children’s Services department or the police as being a risk or potential risk to children?** | **No** [ ]  **Yes** [ ]   |
| If yes, please provide further information: |
| **Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?** | **No** [ ]  **Yes** [ ]   |
| If yes, please provide further information: |
| **Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by either:** **• the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales** **• or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland?** | **No** [ ]  **Yes** [ ]   |
| If yes, please provide further information: |
| **Have you been disqualified from providing childcare? (*Please note this is only applicable predominantly to individuals working with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care).*** | **No** [ ]  **Yes** [ ]   |
| If yes, please provide further information: |  |
| **Do you have any driving spent and/or unspent cautions (simple or conditional)?** | **No** [ ]  **Yes** [ ]   |
| If yes, please provide further information: |  |

**Declaration:**

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| [ ]  | *I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to Cognita’s attention.* |
| [ ]  | *In accordance with Cognita’s procedures I agree to show my original DBS certificate to the relevant person at Cognita and consent to Cognita clarifying any information provided on the disclosure.* |
| [ ]  | *I agree to inform Cognita within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young children.* |
| [ ]  | *I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.* |

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| **Name:** |  |
| **Signed:** |  |
| **Date:** |  |

*In the event of any employment, any failure to disclose convictions cautions, reprimands, warnings and bind overs, including those spent but not “protected”, it could result in withdrawal of the job offer, dismissal or disciplinary action by Cognita. It is a criminal offence for a barred person to accept or knowingly apply for, offer to do, accept or undertake regulated activity, paid or unpaid. If you are successful, you give consent to share personal address, email and contact information with your Line Manager and IT to facilitate smooth onboarding.*

***Please Note: Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred List Checks:***

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the* [*Disclosure and Barring Service website.*](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates#_blank)

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| **Office Use Only****Name of Reviewer:** **Date:** **Comments/Observations:** |