



The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth

Together for a Brighter Future

SAFER RECRUITMENT

School Criminal Record Self-Declaration (Roles exempt from the ROA-DBS)

Please Note:

This form must be completed by all applicants where a police check (also known as a DBS), is required.

If you accept a role at the school, you will be required to undertake an Enhanced DBS check.

1. Please return this self-disclosure to the school with your application form
2. If you are shortlisted for the interview, and we have not received this form prior to interview, that interview may be cancelled.
3. If you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application
4. Please be aware that we will complete online searches of candidates who are shortlisted

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, all applicants are required to declare any simple cautions or convictions, which are not protected (not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro Guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not 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, and do not place them at or make them a risk in the role for which they are applying.

Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

Shalfleet CE Primary, Station Road, Ningwood, Newport, Isle of Wight. PO30 4NN

Tel: (01983) 760269 Email: office@shalfleetceprimary.co.uk

Yarmouth CE Primary, Mill Road, Yarmouth, Isle of Wight. PO41 0RA

Tel: (01983) 760345 Email: office@yarmouthceprimary.co.uk

Website: www.fosay.co.uk





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It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

Surname:		Forename:	
Post applied for:		Date:	
NI Number		Teacher Ref No. <i>If applicable</i>	
Date of QTS: <i>If applicable</i>			
The Federation of the Church Schools of Shalfleet & Yarmouth is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.			

Do you have a criminal history?	YES	NO
Do you have any simple cautions or convictions, which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	YES	NO
Do you have any simple cautions or convictions from a military court (i.e. Summary or Court Martial) which are not 'protected' (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	YES	NO
Have you ever been barred from working with Children or disqualified from working in Childcare?	YES	NO
Have you committed any criminal offences in any country in line with the law as applicable in England and Wales, not the law in your country of origin or where you were convicted?	YES	NO
Are you known to the police and/or children's social care?	YES	NO
Are you subject to any sanctions in the EEA?	YES	NO

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Signed:

Date:

If you are called for an interview and your form does not have a signature (electronic is acceptable), you will be asked to sign this form when you come in for interview.

**Please return this form to the School Business Manager
sbm@fosay.co.uk**

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