

## Pre-Interview Self-disclosure for Shortlisted Candidates ONLY

### Part 1 - DBS

#### Information for Candidates:

Congratulations on being shortlisted, as a School we need to ensure any individual we choose to employ is suitable to work with children - as we are committed to safeguarding and promoting the welfare of children and young people, and adults at risk of harm. Therefore, all staff, workers and volunteers are expected to share this commitment and as applicable achieve a satisfactory Disclosure & Barring Service (DBS) check prior to appointment/commencement.

As an individual who has applied and been shortlisted for a post / job in our school we need you to consider the following information prior to your interview - as noted on the application form this post is subject to a successful DBS clearance. Individuals since November 2020 need to be able to gain independent advice prior to their completing a pre-interview DBS self-declaration form, additional information is noted below on why this is important to you as a candidate/ applicant and also on how we ensure that you are able to gain access to this advice prior to interview. You will remember that you were given the opportunity to consider this prior to submitting your application, as we provided information on our application form; we are also noting this information to you again prior to you completing the form overleaf.

We respectfully ask that you:

- consider the information we are providing and ask you to complete as part of our pre-interview self-disclosure,
- seek independent advice (if you need to) before completing this form, and
- return this form to us by the date indicated below.

Completed Form to be returned to School by:	Wednesday 14 June 2023
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By returning the form to us by the date noted above, this will allow us to review the information you have provided as part of our pre-interview process; it is important we receive the information/form as least three (3) full working day prior to your interview. Please be advised, if the form/ information is not returned to us by the date as noted above, we reserve the right to withdraw our offer of an interview/ may choose not to progress with your interview /application.

#### Why do we ask for this information?

In accordance with the DBS Code of Practice as you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children (or adults). We will use this information as part of our interview/ pre-screening process.

#### How will we use this information?

In the event that you are successful in your application, and we choose to offer you a post/ job in school the confirmed appointment we will have considered the information you have provided; this information will be discussed with you at interview and will be checked against information from the Disclosure & Barring Service (DBS). In addition, as all employment offers are subject to a number of satisfactory pre-employment vetting /checks also being undertaken, this information will link in with that process. All offers

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of appointment/ employment in School are conditional upon these checks being successfully undertaken/concluded.

### Self-Disclosure and the DBS Code of Practice – What this means for you:

As the post you have applied for is in a School there is a need for a DBS to be undertaken and in accordance with the DBS Code of Practice information may be disclosed to us as a potential future employer – but only once you have given your consent to do this.

In November 2020 the Rehabilitation of Offenders Act 1974<sup>1</sup>, was updated resulting in some changes to what will automatically be declared on a DBS, in real terms this means that some minor offences are now protected (filtered) and as such should not be disclosed; this also means that a potential employer (like ourselves) cannot take these offences into account, but also nor should you disclose them. For many individuals there will not be a need to seek further advice of clarity, but as this can at times appear to be confusing and will be linked to personal circumstances individuals are encouraged to understand more about this process and what this means for them. The following provides some additional information provided for employers from one of the organisations noted below and may help to clarify this:

*The only circumstances in which an employer may not legally recruit a person with a certain type of offending history, is where the offending history has led to the individual being barred from regulated activity with either children, adults or both. If you are recruiting for a role that is defined as regulated activity with children or adults, it is your responsibility to check the barred status of your employees and you may not employ a person who has been barred from working with the relevant group.*

*In all other circumstances, it is completely at the discretion of the employer to make their own recruitment decisions. If you employ professionals that are regulated by professional or regulatory bodies, you may find advice from the relevant body as to their stance on recruiting people with criminal records. In the vast majority of cases, you should find that the policy encourages the decision to be made on a case-by-case basis, assessing risk in relation to the nature of the role.*

[Employing someone with a criminal record | Nacro](#)

(Nacro Website: February 2021)

It is important as a shortlisted candidate that you review the information above and provided below before answering the questions on the form overleaf.

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 also more information on filtering and protected offences on the Ministry of Justice website. Further information can also be found on the DBS website.

WEBSITE	CONTACT 1	CONTACT 2
<b>nacro</b> – <a href="https://www.nacro.org.uk/criminal-record-support-service/">https://www.nacro.org.uk/criminal-record-support-service/</a>	<a href="mailto:helpline@nacro.org.uk">helpline@nacro.org.uk</a>	0300 123 1999
<b>Unlock</b> – <a href="http://hub.unlock.org.uk/contact/">http://hub.unlock.org.uk/contact/</a>	01634 247350	07 824 113 848

<sup>1</sup> Including amendments noted in the (exceptions order 1975) in 2013 and 2020

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<b>Ministry of Justice –</b> <a href="https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974">https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974</a>	<a href="https://contact-moj.service.justice.gov.uk/">https://contact-moj.service.justice.gov.uk/</a>	0203 334 3555
<b>DBS –</b> <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a>	<a href="mailto:customerservices@dbb.gov.uk">customerservices@dbb.gov.uk</a>	03000 200 190

### Disqualification under the Childcare Act 2006:

For some posts in Schools colleagues will be required to work with younger children and in those instances further checks must be undertaken as part of any successful appointment process as we must ensure we do not knowingly employ a person who is Disqualified under these Regulations (as noted above including the 2018 update) in connection with relevant childcare provision. Noted below is some further information that you need to consider if the post you are applying for will require you to fulfil this additional pre-employment requirement.

Employees are covered by this legislation if they are:

<ul style="list-style-type: none"> <li>employed or engaged to provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday, that is up to and including reception year), or</li> <li>later years childcare (this covers children above reception age, but who have not attained the age of 8) in nursery, primary or secondary school settings, or</li> <li>if they are directly concerned with the management of such childcare.</li> </ul>	<u>Early years provision – staff who care for a child under the age of 5</u> This includes employees providing education in nursery and reception classes or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during the normal school day and outside of school hours for children in the early years age range	<u>Later years provision (for children under 8)</u> This includes staff providing supervision in a before-school setting, such as breakfast clubs, and after school provision.	Employees in secondary schools only come into scope if they provide childcare or manage the childcare provision for those children covered by these arrangements. For example, if they host after-school childcare for children under 8.
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### How will we store this information?

All information obtained will be held in accordance with GDPR principles, where you are not successful in your application all data held will be destroyed in accordance with our Data Retention / Data Security protocol/ policy in practice.

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## PRE INTERVIEW SELF DECLARATION FOR SHORTLISTED CANDIDATES

<b>POST APPLIED FOR:</b>			
<b>Surname:</b>		<b>Forename(s):</b>	

1. Do you have any convictions or adult cautions that are unspent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details here		
2. Do you have any other cautions or convictions that would not be filtered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details here		
3. Are you included on the DBS children's barred list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details here		
4. Have you lived or worked outside the UK for more than 3 months in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details here		
5. Are you subject to any sanctions relating to working with children in any country outside the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details here		

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### Teaching Posts ONLY

Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?

Yes ☐

No ☐

If yes, please provide details here

### Posts Covered by the Children's Act 2008 ONLY

Are you, or have you ever been Disqualified under the Childcare Act 2006?

Yes ☐

No ☐

If yes, please provide details here

### **Posts involving working with adults ONLY**

*Please do not provide / complete this section if the post you are applying for does not involve working with adults*

Are you included on the DBS adult barred list?

Yes ☐

No ☐

If yes, please provide details here

### **Management Posts in Independent Schools or Academies ONLY**

*Please do not provide/ complete this section if the post you are applying for does not involve your working in a management post in an independent school or an academy*

Have you been prohibited from management of an independent school (s128)?

Yes ☐

No ☐

If yes, please provide details here

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### PERSONAL DECLARATION:

I can confirm that I have:

Yes ☐

- a) read the candidate guidance/ information provided within the supporting information provided with this form
- b) had the opportunity to seek legal advice
- c) read the guidance provided by Nacro / Unlock

and I have

- d) taken this into account before answering all of the questions above.

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children (or adults if the post I am applying for requires that I also work with adults).

I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that a risk assessment of the disclosed information will be held securely on my personnel file if I am successful in my application.

Where I am not successful in my application, all information relating to my application including DBS Self Declaration information will be destroyed following my interview in-line with the Schools data retention/ data security protocol/ policy in practice.

I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

I acknowledge that in submitting this form electronically I am accepting this declaration/ 'signing' this form by returning the form to School.

Signature:

Date: