



HUDDERSFIELD HORIZON
SCHOOL CENTRED INITIAL TEACHER TRAINING

Safer Recruitment Policy

Proposed Review Date: 01 September 2020

Policy Reviewer: Emily Beach, SCITT Director

Version: 2.0

Strong and Effective Leaders	High Performing Staff	Successful Students	Engaged Community
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1 Introduction

- 1.1 This policy has been designed to deliver South Pennine Academies commitment to safer recruitment of staff working with children and young people. It ensures that our recruitment processes comply with current safeguarding legislation and regulations including the Working Together to Safeguard Children July 2018, Keeping Children Safe in Education September 2019 and the Disclosure and Barring Service (DBS) provisions.

2 Statement of Intent

- 2.1 'South Pennine Academies ('the Trust') is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Fair and thorough recruitment, selection and interview processes are in place throughout South Pennine Academies'.

3 Scope

- 3.1 This policy applies to all academies and the Huddersfield Horizon SCITT Partnership including teaching and associate staff, volunteers, agency staff, consultants and the central Trust team and Governors.

4 Policy Framework

- 4.1 To fulfil the Trust's commitment to safeguarding recruitment, the below terms of this policy shall be applied across the Trust:
- Ensure the Trust's statement of intent is included in appropriate Trust publicity and management materials including websites, advertisements, candidate information packs and person specifications.
 - Ensure all recruitment complies with our duties under the Equality Act (2010) and Public Sector Equality Duty (2011)
 - Safer recruitment checks of applications will be carried out by a safer recruitment trained person.
 - All interview panels will have at least one member of staff present who has safer recruitment training. Senior members of staff including Principals, Vice Principals and Human Resource staff will have relevant training every 3 years unless there is a change in national policy that deems it to be done sooner.
 - Undertake a rolling programme of 3 yearly renewals of Enhanced Disclosure checks on all of our staff. This is to be monitored and implemented by the academy HR Business Leaders.
 - Ensure that, when a positive DBS check is received, the appointment decision is made by the CEO.
 - Ensure that the protection of children and young people is a condition of awards/grants and service level agreements when planning the commissioning/contracting of services and that inspection mechanisms are in-built as part of normal contracting arrangements as a means of auditing compliance.
 - Ensure that prospective employees do not normally commence working for South Pennine Academies until full clearances of all relevant pre-employment checks have been received and verified. Any decision for employment to commence prior to receipt of full pre-employment checks can only be taken by the Trust HR Manager. Application form to request this can be found in Appendix 2.

- Monitoring and reviewing of the single central record at each Trust establishment will be carried out by the Trust HR team annually in September.

5 Safer Recruitment Standards

5.1 All recruitment to posts that involve working with or have access to information about children and young people must require the successful applicant to:

- **Application form** - Complete a detailed application for the post. **CV's will not be accepted.**
- **Identification checks** - Provide at least three pieces of identification, one of which should be photographic, which should identify name, current address and date of birth. Normally for proof of identification/eligibility to work in the UK the individual should present their passport and if a passport not held, their birth certificate and national insurance number.
- **Reference Checks**
 - Provide details for at least two references covering a minimum of 2 years, which will be followed up before a candidate attends an interview/assessment day. Where the applicant is employed, one reference must be from the current employer. Where the applicant is not currently employed one reference must be from their last employer or an organisation which has knowledge of the applicant's work or volunteering with children or young people.
 - One reference for teaching staff must be from their current Principal, if the Principal doesn't know the candidate then another member of staff more senior than the candidate can complete the reference but this must be signed off by their Principal.
- **DBS Checks** - Consent to an Enhanced DBS Disclosure and provide evidence of the DBS certificate on receipt.
- **Self Disclosure** - Be aware that they have a responsibility to disclose any subsequent convictions, cautions etc if they gain employment by the Trust.
- **Interview Process** - Undergo an interview which assesses the applicant's suitability for the particular role, his/her attitude towards children and young people and their ability to perform their role. Ensure at least one person on each interview panel is Safer Recruitment trained.
- **Overseas Checks** - Overseas staff should be checked in the same way as for all other staff and additionally, a certificate of good conduct from their home police force or embassy will be requested by the Trust, as well as from other countries where they have worked. DBS disclosures do not detail offences committed abroad.
- **Teaching qualification evidence** – For teaching staff evidence of their qualifications are required, including NQT and QTS checks.
- **Prohibition from teaching** – This must be checked using the Teachers Regulation Agency website prior to interview.

5.2 The SCITT Partnership will write to all school settings with a Letter of Assurance confirming that all checks have been completed. In the case of a Salaried trainee the employing school will complete all of the checks and will confirm in writing to the Partnership that the checks have been completed.

6 The applicant/employee's duty to disclose information

6.1 A central feature of safer recruitment and employment is that the Trust requires all applicants and existing employees to disclose any convictions/cautions to the Trust within their application forms and, via an ongoing duty, to the Principal of their academy.

- 6.2 Any failure to disclose relevant information will be regarded as a potentially serious breach of trust and confidence and may result in disciplinary action, potentially leading to dismissal of existing staff, or non-appointment of applicants.
- 6.3 Any decision to appoint someone under these circumstances will be taken by the CEO.

7 Agency/Supply Staff/Self Employed Contractors

- 7.1 All staff engaged through an agency, must provide evidence of relevant checks carried out on them from their agency provider prior to commencing in role. On day one the individual must bring photographic ID and their original DBS certificate on their first appointment, and they must have the relevant level of DBS clearance.
- 7.2 Self-employed contractors must also provide photographic ID and their most recent DBS check. If the DBS check is more than 3 years old then an Enhanced DBS check must be done by the academy.
- 7.3 Self-employed contractors must also provide proof of their right to work in the UK prior to their appointment.

8 The Single Central Record (SCR)

- 8.1 For all the South Pennine Academies organisations it is a requirement that they have a SCR of safeguarding checks, for those who work within the organisation on a paid or voluntary basis must be maintained. Including teacher trainees on salaried routes, agency and third party supply staff who work in the school, and Governors on the academy's Local Academy Board.
- 8.2 The SCR must indicate whether the following checks have been carried out or certificate obtained, and the date on which each check was completed/certificate obtained:
- the correct checks for all staff employed at the school, whether directly or through an agency; anyone else who is identified by the school as 'working in regular contact with children'
 - identity; name and confirmation that all relevant identification has been checked and dated
 - a Children's Barred List check (previously List 99)
 - the date and number of enhanced DBS disclosure
 - a prohibition from teaching check
 - further checks on people who have lived or worked outside the UK; this would include recording checks for European Economic Area (EEA) teacher sanctions and restrictions.
 - qualifications; where the qualification is a requirement of the job, i.e. posts where a person must have qualified teacher status
 - evidence of permission to work in the UK
 - a section 128 check (for management positions including Governor positions);
- and,
- For agency and third party supply staff, written confirmation from the employing business supplying the member of staff that they have carried out the relevant checks

and obtained the appropriate certificates, including the date that confirmation was received and confirmation that an enhanced DBS check has been carried out.

- 8.3 New organisations within the Trust will receive a template and training on how to develop and maintain the single central record. The use of the SCR will then be monitored by the Trust Human Resources team on an annual basis every September, with feedback and guidance provided following these reviews.

9 Disclosure and Barring Service (DBS) clearance

- 9.1 All staff in the Trust, i.e. in posts that have access to children or young people or information about them; require the appropriate level of DBS clearance before they can commence employment.
- 9.2 All staff must have an Enhanced DBS check with Children's Barred List check, unless they are not engaging in 'regulated activity', where an Enhanced DBS check without the Children's Barred List Check must be undertaken.
- 9.3 Regulated activity includes:
- i. Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or education well-being, or driving a vehicle only for children;
 - ii. Work for a limited range of establishments ('specified places') which includes schools, with the opportunity for contact with children, but not including work done by supervised volunteers.
- 9.4 This work must be done 'regularly' in order to be categorised as regulated. Regularly can be defined as:
- i. A person carrying out the activity at any time on more than three days in any period of 30 days and, apart from driving a vehicle for children only which is also satisfied if it is done at any time between 2am and 6am and gives the person the opportunity to have face to face contact with children.
- 9.5 Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:
- i. Relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - Personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability (it is not intended that personal care includes such activities as, for example, parent volunteer helping with costumes for school plays or helping children lace up football boots)
 - Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional

10 Positive Disclosures

- 10.1 The term “positive disclosure” refers to a disclosure containing information relating to convictions, cautions, reprimands and so on, plus “soft information” relating to non convictions but which the police deem as relevant.
- 10.2 Positive disclosures will be referred to the CEO, who will be responsible for completing a risk assessment (Appendix 1) of whether the offence(s) listed is/are sufficiently serious to cause concern. To aid the decision making process it may be appropriate to interview the applicant to verify the information received, prior to any judgements being made.
- 10.3 The assessment of the positive disclosure will be in accordance with the following checklist:
- the likely impact that the positive disclosure could have on the individual’s ability to carry out the job role;
 - the seriousness and nature of the offence(s);
 - the nature of the appointment;
 - the length of time since the offence(s) occurred;
 - the number and pattern of offences;
 - the applicant’s age at the time;
 - any explanation of the circumstances of the offence(s) that may already have been given
 - concealment of the offence(s) at the application stage
- 10.4 Should the appointment progress without the DBS clearance, then the applicant must sign the declaration included in Appendix 1.

11 Appointment without full DBS clearance

- 11.1 Offers of employment must be made subject to satisfactory completion of the necessary pre-employment checks, including an Enhanced DBS check.
- 11.2 Employees should not commence working for the Trust until full clearances of all relevant pre-employment checks, including DBS clearance, have been received and checked.
- 11.3 The person responsible for Human Resources within each academy will ensure that all necessary clearances have been received before the individual commences employment.
- 11.4 Any decision for employment to commence prior to receipt of full pre-employment checks can only be taken by the Trust HR Manager, following a risk assessment based on the nature of work; the level of exposure to children and the information provided on the application form. The risk assessment must be completed in Appendix 2 and also signed by the individual.
- 11.5 The contract of any employee appointed prior to receiving clearance should remain subject to this condition being met. Until such time as the DBS clearance is received, the employee will remain subject to robust control measures of which they will be notified. The line manager is responsible for monitoring the individual ensuring they do not work unsupervised, until clearance is received.

12 Portability

- 12.1 The Trust use a system whereby an individual completes the DBS application online and the HR department verify the identity of the individual using rigorous ID checks. Once completed, the individual will receive their DBS certificate in the post and this must be shown to the Principal of their academy or the Director of the Partnership.
- 12.2 DBS has introduced an Update Service to allow employers to carry out instant online Status Checks on an individual's DBS Certificate. If an individual has joined the Update Service and holds an enhanced DBS certificate containing the relevant barred list check, the Trust will use the Update Service to carry out a status check. If the following information is gained:

'This DBS Certificate did not reveal any information and remains current as no further information has been identified since its issue.'

This means:

- The DBS Certificate when issued was blank i.e. it did not reveal any information about the person; and
- No new information has been found since its issue and can therefore be accepted as being still current and valid.
- This status check will be carried out with the individual's permission and sight of the original DBS certificate will be gained by the Trust.

13 3 yearly renewals of enhanced DBS checks

- 13.1 All checks of persons in posts that require Enhanced Disclosure clearance from the DBS will be renewed on a 3 yearly basis to ensure that their ongoing employment in their position of trust is appropriate.
- 13.2 Each organisation within the Trust will report annually to the Human Resources Manager on the status of all staff DBS checks.

14 Childcare Disqualification Regulations

- 14.1 Staff working with pupils in early years (5 and under or in after school club type settings up to 8 years and under), are required to declare if they have any relevant cautions, convictions or court orders that prevent them from working in this setting. The form in Appendix 5 must be completed by all relevant staff prior to commencing employment with the academy.
- 14.2 The date this information was requested and confirmation of whether or not any relevant offenses have been declared should be included on your local SCR (this is not a regulatory requirement to record this on the SCR specifically but a standard for all relevant organisations across the Trust to follow).
- 14.3 Failure to complete and return the form or provide information which is later found to be inaccurate, will be referred to the school disciplinary procedure for staff, which could result in dismissal and in the case of volunteers, will mean that they can no longer work at the school.

- 14.4 A disqualified person is not permitted to continue to work in a setting providing care for children 5 and under or in after school club type settings up 8 years and under, unless they apply for and are granted a waiver from OFSTED. Support will be provided with this process.

15 Disqualification by Association

- 15.1 Under the 2018 regulations, schools are **no longer** entitled or required, to establish whether a member of staff providing, or employed to work in childcare, is disqualified by association (regulation 9 does not apply to staff in a relevant school setting). Accordingly, schools are not entitled to ask their staff questions about cautions or convictions of someone living or working in their household.

16 Roles and Responsibilities

16.1 The Chief Executive Officer

The CEO is responsible for:

- Considering positive disclosure information when received from the DBS and determining and recording whether appointment should proceed. (Appendix One)
- Ensuring relevant partner agencies and organisations are aware of their responsibilities under safeguarding, through communication and training where appropriate
- Ensuring that the protection of children and young people is a condition of awards/grants and service level agreements when planning the commissioning/contracting of services and that inspection mechanisms are in built as part of normal contracting arrangements as a means of auditing compliance. The CEO may delegate the responsibilities above to a small number of suitably trained and experienced staff; however they remain accountable for advice given and decisions made.
- Monitoring of training delivered to organisations on safer recruitment particularly when legislation/guidelines are updated/changed.

16.2 Human Resources

Human Resources within each academy are responsible for:

- Progressing all DBS checks for new starters
- Ensuring the Trust's statement of intent is included in appropriate recruitment materials including websites, advertisements, candidate information packs and person specifications.
- Undertaking a rolling programme of 3 yearly renewals of Enhanced Disclosure checks
- Ensuring that, when a positive DBS check is received, the appointment decision is referred to the Trust HR Manager.
- Undertaking DBS checks for any non - employed groups, e.g. Trustees, local governing body members.
- Monitoring of safer recruitment systems and procedures in place within each organisation.

16.3 Trust HR Manager

- Undertaking and recording a risk assessment (Appendix Two) where appointments are requested prior to receiving DBS clearance and determining whether the appointment may proceed

- Along with the Trust HR Advisor, undertake annual checks of each academy/organisations' SCR in September
- Provide rolling support and training to all HR leads within each academy/organisation
- Review annual report detailing 3 year DBS checks from each academy/organisation
- Escalate any known risks to the CEO
- Review the recruitment policy to keep in line with relevant guidance and legislation

17 Additional Resources

17.1 Documents/websites consulted and referred to in compiling this policy:-

- Keeping Children Safe in Education (September 2018)
- Working Together to Safeguard Children: A guide to Inter-agency working to safeguard and promote the welfare of children
- Disclosure and Barring Service – DBS (www.gov.uk)
- Ofsted (www.ofsted.gov.uk)

Appendix One

POSITIVE DISCLOSURE RISK ASSESSMENT

Complete and submit to Trust HR Manager

Academy.....
Name of Individual.....
Role offered.....
DBS Date and Number.....
What is the offence and what was the outcome?
When did the offence(s) occur and what was the applicant's age at the time? What is their age now?
Is there a number and pattern of offence(s)?
Explanation of the circumstances of the offence(s)?
Were the offence(s) concealed at the application stage?
What role will the individual be doing?
The likely impact that the positive disclosure could have on the individual's ability to carry out the job role?
CEO Approval for individual to commence role in Academy YES/NO

CEO Signature.....Date.....

Declaration by applicant and any additional comments in support of their employment

I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required could make an offer of employment invalid or lead to termination of employment. I understand that this pro forma will be held securely by the Trust/Academy for 25 years from the date of the assessment if appointed/6 months if not appointed.

It will only be accessed if a) Regulatory/enforcement organisations ask for clarification on this recruitment decision, or b) any allegations are made against me during the course of my employment with the Trust, where an investigation would require access to this data.

I consent to the above:

Name:.....

Individuals Signature..... Date.....

Appendix 2
APPOINTMENT BEFORE ENHANCED DBS CLEARANCE
 CC Line Manager

Academy..... Name of Individual..... Role offered.....				
Has the application form been scrutinised for any gaps in employment etc.?				
Do we have 2 suitable references covering a minimum of the most recent 2 years?				
Has a Children's Barred List / Section 128 check (for managerial roles) been completed?				
What control measures will be put in place with the line manager for supervision before receipt of the DBS?				
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">HR Manager Approval for individual to commence role in Academy</td> <td style="width: 30%; text-align: right;">YES/NO</td> </tr> <tr> <td colspan="2" style="padding-top: 20px;"> HR Manager Signature.....Date..... </td> </tr> </table>	HR Manager Approval for individual to commence role in Academy	YES/NO	HR Manager Signature.....Date.....	
HR Manager Approval for individual to commence role in Academy	YES/NO			
HR Manager Signature.....Date.....				
<p>Individual signature</p> <p>I understand that should my DBS clearance return with any undisclosed information, the Academy may instigate disciplinary procedures which could result in the termination of my employment.</p>				

Appendix 3 GUIDANCE ON SCR CHECKS DURING AN OFSTED VISIT

Available at: <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015/inspecting-safeguarding-in-early-years-education-and-skills-settings>

Inspecting arrangements for staff recruitment and vetting

Ofsted expects early years settings, schools and further education and skills providers to be able to demonstrate that they meet all regulations and duties for the purposes of the safeguarding judgement under leadership and management in the inspection handbook for the appropriate remit.

Inspectors should check the single central record early in inspections of schools or colleges in the expectation that it will be complete and meet statutory requirements. During early years inspections, inspectors will check that the provider is able to produce evidence of suitability of relevant staff and adults.

Inspectors should also check the setting's policy and procedures for ensuring that visitors to the school are suitable and checked and monitored as appropriate, for example external speakers at school assemblies.

Registered early years providers are expected to make all records available at inspection. If evidence of suitability is not kept on site, inspectors can accept this evidence later during the inspection as long as it is provided before final feedback is given.

If there is a minor administrative error on a single central record, such as the absence of a date on the record, and this can be easily rectified before the final team meeting, the school or college will be given the chance to resolve the issue. Registered early years providers are expected to make all records available at inspection. If evidence of suitability is not kept on-site, inspectors can accept this evidence later during the inspection as long as it is provided before final feedback is given.

Ofsted has established a definition for 'administrative errors' in relation to the single central record (see below). No allowance will be made, for example, for breaches to the requirements for the Disclosure and Barring Scheme (DBS) disclosures.

Administrative errors may be defined as follows:

- failure to record 1 or 2 dates
- individual entries that are illegible
- 1 or 2 omissions where it is clear that the information is already held by the school or college, but they have failed to transfer over the information in full to the single central record.

For specified early or later years childcare, inspectors are not expected to make enquiries as to whether any member of staff is disqualified. However, inspectors should ascertain that the provider

knows their legal obligations and has effective systems in place to find out information about whether a person may be disqualified.

To employ a disqualified person knowingly constitutes an offence. Should an inspector become aware that a member of staff is, or may be, disqualified and has not been granted a waiver, this must be considered when making the judgement on the effectiveness of safeguarding.

Where an early years setting, school or college has recruited volunteers who are not checked, inspectors should explore with senior leaders and governors how the registered provider or school has reached this decision – for example how it has assessed the level of supervision provided.

In the case of trainee teachers and students on placement, if they are employed by the setting, school or college, then they should be subject to the same checks under regulations as other members of staff. If trainee teachers are fee-funded, the school or setting should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for a school to record details of fee-funded trainees on the single central record.

**Appendix 4
APPROVAL TO RECRUIT FORM**

Approval to Recruit 2018/19

Academy:

Role required? *(have you considered whether or not this role could be done by an apprentice?)*

Teaching or Associate/Support Staff?

Proposed Grade and Scale Point

Proposed Salary

Is this role a like for like replacement? Choose an item.

If yes who is the leaver?

Has this post been agreed with JA as part of your curriculum plans?

If no, please provide business rationale for new role (include impact of not recruiting to the role):

Authorisation	
Director of Operations Approval:	Date:
Director of Finance Approval:	Date:

Appendix 5



Staff Disqualification Declaration Form

Academy	
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In September 2018, the Department for Education (DfE) issued an update to its Statutory Guidance “Keeping Children Safe in Education”.

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2?mc_cid=2ea9967c3e&mc_eid=5188e0cd9a

This update applies to staff working with pupils in early years (5 and under or in after school club type settings up to 8 years and under), to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ('Childcare Regulations').

Reference: <http://www.legislation.gov.uk/ukxi/2018/794/contents/made>

If you have received or receive any convictions, cautions, court orders relating to the care of children, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare Regulations, including but not limited to:

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- legal grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the UK.

You are required therefore to complete the form and sign the declaration below confirming that you are not disqualified under those Regulations from working in this school.

If you fail to complete and return the form or provide information which is later found to be inaccurate, this will be referred to the school disciplinary procedure for staff, which could result in dismissal and in the case of volunteers, will mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children 5 and under or in after school club type settings up to 8 years and under, unless they apply for and are granted a waiver from OFSTED.

Reference: <http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers>. Support will be provided with this process.

Staff not required to complete this form:

Staff employed who work in the following roles are not covered by the 2018 regulations and therefore these arrangements must not be applied to them. This includes staff who have no involvement in the management of relevant provision and only provide:

- education, childcare or supervised activity during school hours to children above reception age
- childcare or supervised activities out of school hours for children who are aged 8 or over

Staff involved in any form of health care provision for a child are specifically excluded from the statutory definition of childcare, and are therefore not covered by the legislation. This includes:

- school nurses
- speech and language therapists
- education psychologists

Name		Post	
------	--	------	--

Please circle one option for every question

Section 1 – Orders or other restrictions	
---	--

Have your own children been taken into care?	YES / NO
--	----------

Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
--	----------

Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?	YES / NO
--	----------

Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations ? Please see the link below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made	YES / NO
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Are you barred from working with Children (Disclosure and Barring (DBS))?	YES / NO
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Are you prohibited from Teaching?	YES / NO
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Section 2 – Specified and Statutory Offences	
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Have you ever been cautioned, reprimanded, given a warning for or convicted of:	
---	--

• Any offence against or involving a child? (a child is a person under the age of 18) ?	YES / NO
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• Any violent or sexual offence against an adult (rape, murder, indecent assault, actual bodily harm etc)?	YES / NO
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• Any offence under the Sexual Offences Act ?	YES / NO
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Any other relevant offence ?	YES / NO
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Available from the HR Department or at the links below:
<http://www.legislation.gov.uk/ukxi/2018/794/schedule/2/made>
<http://www.legislation.gov.uk/ukxi/2018/794/schedule/3/made>

Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	YES / NO
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Section 3 – Provision of Information	
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If you have answered YES to any of the questions above you should provide details the below. You may supply this information separately if you so wish, but you must do so without delay.

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

The date(s) of these	
----------------------	--

The relevant court(s) or body(ies)			
You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.			
Section 5 - Declaration			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
<ul style="list-style-type: none"> I understand my responsibilities to safeguard children. I understand that I must notify my Principal/manager immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children 			
Signed			
Print Name		Date	