

## Children & Young Peoples Service - Declaration of Criminal Record

Please read the below notes carefully before completing the reverse of this form

### ***Why do you need to declare any criminal record/s you have?***

It is Haringey Schools' policy to safeguard Children, Young People and Vulnerable Adults and it is our aim to require successful applicants to disclose certain information regarding any previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for a school. All information declared will only be considered in the light of its relevance to the post for which you are applying. In most cases a particular conviction will be of no relevance and can be disregarded for the purpose of your application. In order to assess your suitability for the post the Council on behalf of schools complies with the Code of Practice, which is recommended by the Criminal Records Bureau. You must clearly state on the reverse of this form any convictions, cautions, bind overs, reprimands or final warnings you have or any pending prosecutions.

### ***Why is the Rehabilitation of Offenders Act 1974 exempt?***

Under the provision of the Rehabilitation of Offenders Act 1974 applicants do not have to disclose information on certain convictions after a specific time, for example, when they have become spent. However, staff employed to work with Children, Young People and Vulnerable Adults are **ALL** required to disclose **ALL** spent and unspent convictions, cautions, reprimands, bind overs and final warnings. Due to the nature of the work for which you are applying this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This therefore means that applicants are not entitled to withhold any information regarding convictions, cautions, bind overs, reprimands or final warnings which for other purposes are 'spent' under the provisions of the Act. All successful applicants are required to undergo an enhanced CRB disclosure check.

### ***How will the Council use the information I provide?***

The Council will use the information you and/or the Criminal Records Bureau Disclosure Service provide to assess your suitability for such jobs. Any failure to disclose all or parts of your criminal record could result in dismissal or disciplinary action by the School. Any information you give us about your criminal record will be kept confidential and will only be considered in relation to the job for which you are applying.

Should you have any queries or require further assistance please do not hesitate to contact the **CRB Officer in Schools' Personnel** on 0208 489 3497.

**SECTION A:** Criminal Record – Spent & Unspent Cautions/ Reprimands/ Final Warnings/ Convictions

Using the guidance on the reverse please list all your unspent and spent cautions, reprimands, bind overs, final warnings and criminal convictions below. If you do not have a criminal record then please state **none**.

Nature of Offence (s)	Name of Court & date of Sanction (If applicable)	Sanction (s)

**Pending Prosecution (s)**

Please include any details of pending prosecutions in the box provided. If there is none please enter **none**.

Details of alleged offence/s	Name of Court & court date if known

**SECTION B:** Please circle **YES** or **NO** for each of the following questions:

1. Has any child or children in your care, or a child, or children within your household in which you live or have lived been subject to an investigation under safeguarding children procedures process? **Yes or No**
2. Have you previously been disqualified from working with children or young people by an order under the Criminal Justice and Court Services Act 2000? **Yes or No**
3. Have you previously received a final warning from an employer? **Yes or No**
4. Have you previously been suspended or deregistered for professional misconduct by any professional register or had your employment terminated for unprofessional behaviour? **Yes or No**
5. Have you ever been listed upon Section 142 of the Education Act 2000 (formerly List 99)? **Yes or No**

**Please note:** If you have answered **yes** to any of the above please provide details. If necessary please attach a continuation sheet.

**SECTION C:** I certify that to the best of my knowledge the information on this form is true, accurate and complete. I understand that if the information I have supplied is false, misleading or incomplete in any way it may automatically disqualify me from appointment or render me liable to dismissal without notice.

Print Name:

Position applied for:

School:

Signature: