

Pre-Interview DBS Self-Disclosure for Shortlisted Candidates ONLY

Information for Candidates:

OLA is committed to safeguarding and promoting the welfare of children and young people and seeks to ensure that any individual we employ is suitable to work with them. All staff, workers and volunteers are expected to share this commitment and are required to undertake a Disclosure & Barring Service (DBS) check prior to taking up appointment.

As a short-listed candidate we need you to consider the following information prior to your interview. As noted on the application form, acceptance for this post is subject to successful DBS clearance. From November 2020, individuals need to be able to gain independent advice prior to completing a pre-interview DBS self-declaration form. Additional information is provided below on why this is important to you as an applicant and on how we ensure that you are able to gain access to this advice prior to interview. 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:

- a) Consider the information we are providing and ask you to complete as part of our pre-interview self-disclosure,
- b) Seek independent advice (if you need to) before completing this form, and
- c) Return this form to use by the date indicated below.

Completed Form to be returned to School by:	
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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 one (1) full working day prior to your interview. Please be advised that 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 not choose 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 for 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 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 1974¹, 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 for 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 for 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
Nacro – https://www.nacro.org.uk/criminal-record-support-service/	helpline@nacro.org.uk	0300 123 1999
Unlock – http://hub.unlock.org.uk/contact/	01634247350	07824 113848
Ministry of Justice – https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974	https://contact-moj.service.justice.gov.uk/	0203 334 3555
DBS – https://www.gov.uk/government/organisations/disclosure-and-barring-service	customerservices@dbs.gov.uk	03000 200 190

¹ Including amendments noted in the (exceptions order 1975) in 2013 and 2020

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"> • <i>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</i> • <i>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</i> • <i>If they are directly concerned with the management of such childcare.</i> 	<p><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.</p>	<p><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.</p>	<p>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.</p>
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PRE-INTERVIEW SELF DECLARATION FOR SHORTLISTED CANDIDATES

POST APPLIED FOR:			
Surname:		Forename(s):	

1. Do you have any convictions or adult cautions that are unspent?	Yes	No
If yes, please provide details		
2. Do you have any other cautions or convictions that would not be filtered?	Yes	No
If yes, please provide details		
3. Are you included on the DBS children's barred list?	Yes	No
If yes, please provide details		
4. Have you lived or worked outside the UK for more than 3 months in the last 5 years?	Yes	No
If yes, please provide details		
5. Are you subject to any sanctions relating to working with children in any country outside the UK?	Yes	No
If yes, please provide details		
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		
MANAGEMENT POSTS ONLY		
<i>Only complete if the post you are applying for is a management post (Head of Department and above)</i>		
Have you been prohibited from management of an independent school (s128)?	Yes	No
If yes, please provide details here		

PERSONAL DECLARATION:	
<p>I can confirm that I have:</p> <ul style="list-style-type: none"> 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 <p>and I have</p> <ul style="list-style-type: none"> d) Taken this into account before answering all of the questions above. 	<p>Yes <input type="checkbox"/></p>

<p>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 working with children (or adults if the post I am applying for requires that I also work with adults)</p> <p>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.</p> <p>I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.</p> <p>I accept that in submitting this form electronically I am accepting this declaration/'signing' this form by returning the form to School.</p>	
Print Name	
Signature:	
Date:	