*Insert Name of Organisation*

**CONFIDENTIAL Applicant/Employee Safeguarding Declaration**

The work for which you are applying/employed for involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974.

**You are therefore required to declare below any convictions you may have even if they would otherwise be regarded as “spent” under the Rehabilitation of Offenders Act, including any bind-overs and cautions. You should also list any pending prosecutions.**

Those individuals working in “regulated activity” will also be required to provide or undergo an Enhanced Disclosure and Barring Service (DBS) Check. As part of ***“insert name of organisation”*** safeguarding requirements, new applicants will be asked to complete this form prior to commencing employment and employees who work in “regulated activity” will be asked to make a new declaration on an ***“insert annual/bi-annual”*** basis. If you have a caution, conviction or bind over in the interim period, you should declare this to your immediate line manager as soon as possible.

**This information and that subsequently received from the Disclosure and Barring Service will be kept in strictest confidence**.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DECLARATION** | | | | | | | | | |
| **Have you EVER been convicted, bound over at court or cautioned/warned by the police for ANY offence or do you have a prosecution pending?** | | | | | | | | | |
| YES |  | | NO |  | (please tick the appropriate box) | | | | |
| **If YES please provide details overleaf of the pending prosecutions, convictions, cautions, warnings and bind-over orders, including the approximate date, the offence, and court or police force, which dealt with the offence.** | | | | | | | | | |
| **Failure to declare a conviction, caution, warning, bind-over or pending prosecution, may disqualify you from appointment, or result in disciplinary action being taken which could result in dismissal if any discrepancy comes to light.** | | | | | | | | | |
| **It is now a criminal offence for individuals barred by the Disclosure and Barring Service to work or apply to work with Children . Are you barred by the DBS?** | | | | | | | | | |
| YES |  | | NO |  | (please tick the appropriate box) | | | | |
| I have read the above statement and clearly understand that failing to declare any of the above may disqualify me from appointment/ or as an employee result in disciplinary action which could result in my dismissal if any discrepancy comes to light. | | | | | | | | | |
| Please complete in **BLOCK CAPITALS** | | | | | | | | | |
| Surname: | |  | | | | Forenames: | |  | |
| Job title: | |  | | | | Department/Service: | | |  |
| Signed: | |  | | | | Date: |  | | |

Please complete the section overleaf if you are making a disclosure.

|  |  |
| --- | --- |
| Type of Offence (i.e. Caution/Conviction): | Date: |
| Details of offence: | |
| Court or police force: | |

|  |  |
| --- | --- |
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| --- | --- |
| Type of Offence (i.e. Caution/Conviction): | Date: |
| Details of offence: | |
| Court or police force: | |

Possession of a criminal record may not automatically prevent you from working with ***“insert name of organisation”***, the information provided will be considered in light of its relevance to the post for which you are applying or the post you currently hold. Safeguarding of those who are vulnerable will, however, be critical to the decision making process.