|  |
| --- |
| DISCLOSURE OF CRIMINAL BACKGROUNDPlease refer to WF Guidelines on Employing People with Criminal Records |
| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website : <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf> **PLEASE NOTE**;• If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.• Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.• Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.• It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.• Copies of the school‘s policy on the employment of ex-offenders, the DBS Code of Practice and the school’s policy on criminal records checks are available on request. • DBS disclosure certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the GDPR and Data Protection Act 2018. The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education (DfE, 2014) which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the GDPR and Data Protection Act 2018. By signing this application form you give your consent to this.* The information you provide below will be treated as Strictly Confidential, and will be considered only in relation to the job for which you are applying.

Please complete the following questions, taking into account the DBS filtering guidance.Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **Yes** [ ]  **No** [ ]  If **YES**, please give brief details of the offence, including the date of the conviction. Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? **Yes** [ ]  **No** [ ] If **YES**, please give brief details of the offence, including the date of the conviction. Have you ever been convicted by the courts or cautioned, reprimandedor given a final warning by the Police of a criminal offence?**Yes** [ ]  **No** [ ] If **YES**, please give brief details of the offence, including the date of the conviction. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?**Yes** [ ]  **No** [ ] If **YES**, please give brief details of the enquiry, including the date. Are you aware of any current social care/police or regulatory body involvement which may have an impact on your employment?**Yes** [ ]  **No** [ ] If **YES**, please give brief details of the enquiry, including the date. Do you have any criminal charges or summonses pending against you?**Yes** [ ]  **No** [ ] If **Yes**, please give details.NB*: Prior to employment Waltham Forest Council will check your details provided in this application against the Barred’ List (list of individuals who are not permitted to work in a regulated activity with children and/or vulnerable adults). Once an offer has been made we will then request an enhanced Disclosure and Barring Check.*  |