



**Reviewed:** September 2026  
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**Policy Owner:** Human Resources Manager & Head of Early Years  
**Approved by:** Gill Sommers (Safeguarding Governor)

## SAFER RECRUITMENT POLICY

### General

Moor Park (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School’s Application Form and recruitment process must be directed to the Bursar.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

The School is a charity governed by a Board of Trustees and managed on a day-to-day basis by the Headmaster and the Senior Management Team.

All checks will be made in advance of appointment.

This policy also details Safer Recruitment in the EYFS setting.

### Scope of this Policy

The **Safer Recruitment Policy** herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff.*

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff.



The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list/list 99, prohibition, qualifications, overseas checks plus in line with KCSIE two references, declaration of medical fitness, check of previous employment history). The Single Central Register shows these checks have been made and the School carries out its own identity check and has a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:-

- A person who is accountable only to the Trustees/Governors, and who carries overall responsibility for the day-to-day management and control of the charity. (At Moor Park, this would be the Head).
- A person who is accountable only to the Head or the Trustees/Governors, and who is responsible for the overall management and control of the charity's finances. (At Moor Park, this would be the Bursar).

Being disqualified means that a person can't take on, or stay in, a senior management position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

## **Statement to be used in all Advertisements**

The following wording is suggested by way of example. The obligation is to use a form of words which demonstrates the School's commitment to safeguarding children, so these words may be adapted if you wish.

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service.*



## Application Form

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

Applicants will also be made aware that if they are shortlisted for interview, online checks will be made to further check their suitability to work with young children.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The statutory guidance 'Disqualification under the Childcare Act 2006 (July 2018)' applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Headmaster immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Bursar for more details.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

## Invitation to Interview

The School will shortlist applicants according to the relevance and applicability of their professional attributes and



personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them, and explore all potential concerns.

Applicants will be made aware that if they are shortlisted for interview and online checks will be made to further check their suitability to work with children.

Shortlisted applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Shortlisted candidates should be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

The School will obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

All formal interviews will have a panel of at least two people chaired by the Head/Bursar or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children including where appropriate, any discussion of information shared by a candidate in their self-declaration form.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

- A current driving licence including a photograph **or** a passport **or** a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where applicable, proof of entitlement to work and reside in the UK.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
  - Planning and preparing lessons and courses for pupils
  - Delivering and preparing lessons to pupils
  - Assessing the development, progress and attainment of pupils
  - Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked.
8. Evidence of satisfactory medical fitness;
9. Confirmation that the candidate is not disqualified from providing childcare as set out in the statutory guidance 'Disqualification under the Childcare Act 2006' **OR** Receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance 'Disqualification under the Childcare Act 2006';
10. For a candidate to be employed into a senior management position as set out above under 'Scope of this Policy', receipt of a signed 'senior charity manager positions: automatic disqualification declaration' confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
11. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## References

The School will seek the references referred to in section 5 above for shortlisted candidates (including internal applicants) and may approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children.

The school will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

References should include facts (not opinions) of any substantiated safeguarding concerns/allegations which meet the harm threshold, but should not include unsubstantiated, unfounded, false or malicious allegations, even if they are repeated allegations.

## Criminal Records Policy

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the school will accept a check from another educational institution which are as follows:

This is where the new member of staff ("M") has worked in: –

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment.

In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

## **DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

### ***If disclosure is delayed***

If an 'enhanced disclosure' is delayed, as detailed in Keeping Children Safe in Education 2026, the Head will not allow any member of staff to commence work in regulated activity until the DBS arrives and has been verified.

## **Post Recruitment Annual Updates**

Post recruitment, the School will require every member of staff to complete an annual declaration (Appendix 3) confirming their suitability to work with children. They will be asked to declare any cautions, reprimands, investigations and/or convictions received since their initial Disclosure and Barring Service check. Failure to disclose this information may result in disciplinary action and/or dismissal.

They will also be required to complete the Medical Declaration and Next of Kin form at the start of each academic year.

## **Retention, Security of Records and Data Protection Obligations**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Personal HR information will be kept for up to a maximum of ten years after a staff member has left. Copies of DBS certificates will not be retained for longer than six months after the completion of the recruitment process for newly recruited staff.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

## **EYFS Safer Recruitment**

Moor Park School is committed to safeguarding and promoting the welfare of children and will ensure that all individuals working with children in the Early Years Foundation Stage (EYFS) are suitable to do so.

The School's recruitment and suitability procedures will comply with the Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers, effective from 1 September 2026, and will be read alongside Keeping Children Safe in Education (KCSIE) 2026 and the School's wider Safer Recruitment and Child Protection and Safeguarding Policy.

### **Suitability of Staff and Other Adults**

The School will take all necessary steps to ensure that people looking after children, or having regular contact with children in the EYFS, are suitable to do so.

The School will operate robust safer recruitment procedures which include, as appropriate:

- verifying the identity of applicants;

- obtaining appropriate references before recruitment;
- checking employment and/or education history and investigating any gaps or discrepancies;
- verifying relevant qualifications and professional status;
- obtaining the appropriate Disclosure and Barring Service (DBS) check;
- obtaining a Children's Barred List check where the role is eligible;
- undertaking additional criminal record checks where an individual has lived or worked overseas;
- completing any other checks required by KCSIE 2026 or other relevant statutory guidance; and
- assessing the applicant's overall suitability to work with children.

A DBS check will form one part of the School's overall assessment of suitability and will not be relied upon as the sole recruitment check.

### **Enhanced DBS and Children's Barred List Checks**

In accordance with the EYFS Statutory Framework effective from 1 September 2026, the School will obtain an Enhanced criminal records check and Children's Barred List check for every person aged 16 or over, including relevant volunteers, who:

- works directly with children;
- lives on the premises where childcare is provided, unless they have no access to the part of the premises where and when children are cared for; or
- works on the premises where childcare is provided, unless they do not work in the part of the premises where childcare takes place or do not work there at times when children are present.

The School will ensure that the level of DBS check requested is appropriate to the individual's role and legally permitted for that role. The School will not request a higher level of DBS check where the role is not legally eligible for that level of check.

### **No Commencement Before the Required DBS Check**

The School operates a strict requirement that an individual must not commence employment or volunteering in the EYFS provision until the required Enhanced criminal records and Children's Barred List checks have been received and considered by the School.

In accordance with the EYFS statutory requirements from 1 September 2026, the School will not allow an individual to begin working or volunteering in circumstances where the required enhanced criminal records and barred list check has not yet been received and verified.

This requirement applies irrespective of whether the individual:

has previously worked in a school, nursery or other childcare setting;

- holds an existing DBS certificate;
- is registered with the DBS Update Service;

- is known to the School;
- has extensive experience of working with children;
- is being employed on a permanent, temporary or casual basis;
- is a volunteer, student or trainee; or
- will be supervised by another member of staff.

Supervision will not be used as a substitute for a required DBS or Children's Barred List check. Where a required DBS check has not been received, the individual will not undertake the relevant EYFS duties.

## Volunteers

The School will apply the EYFS requirements to volunteers according to the nature and frequency of their activities. From 1 September 2026, the School will take account of the removal of the previous supervision exemption from the definition of regulated activity with children.

Where a volunteer's activities constitute regulated activity with children, the School will obtain an Enhanced DBS check with Children's Barred List information.

The removal of the supervision exemption means that a person may be engaged in regulated activity even where another suitably checked person supervises them, where the statutory frequency or overnight conditions are met.

The School will assess volunteer arrangements individually and will ensure that the appropriate DBS check is obtained before the individual undertakes regulated activity.

## References

The School will obtain at least **two** written references before recruitment of staff, students and volunteers working in the EYFS. References will be obtained directly from a legitimate source and will not be accepted as open references, such as "to whom it may concern". The School will not accept references provided by the applicant or by a family member.

References will be scrutinised alongside the applicant's application and employment history. Any discrepancies, omissions or unexplained gaps will be investigated and satisfactorily resolved before the appointment is confirmed.

## Employment History and Suitability

The School will obtain sufficient information about an applicant's previous employment and/or education to enable an appropriate assessment of their suitability to work with children. The candidate will be asked to complete the Self Declaration Form (see appendix 2) whilst attending on site for interview.

Any unexplained gaps in employment or education, discrepancies in information provided or concerns arising from references will be investigated before the applicant commences employment.

The School will ensure that applicants understand that providing false or misleading information may result in an appointment being withdrawn or, where employment has commenced, disciplinary action being taken.

## Overseas Checks

Where an individual has lived or worked overseas, the School will undertake an additional criminal record check where one is available and appropriate. An overseas criminal record check will not replace a UK DBS check where a UK DBS check is required. The School will consider overseas employment and residence as part of its overall assessment of the individual's suitability to work with children.

## Qualifications

The School will verify relevant qualifications and professional status before an individual undertakes duties for which a particular qualification or professional status is required. The School will maintain appropriate evidence of qualifications and checks in accordance with the EYFS requirements.

## Disclosure of Information Affecting Suitability

The School will inform staff and prospective staff working in the EYFS that they are required to disclose information which may affect their suitability to work with children (using the Self Declaration Form, see Appendix 2).

This includes, where applicable:

- arrests;
- charges;
- convictions;
- cautions;
- court orders;
- reprimands; and
- warnings,

subject to the relevant legal protections.

Any information disclosed will be considered promptly and managed in accordance with the School's safeguarding procedures, employment procedures and applicable legislation.

## Ongoing Suitability

Safer recruitment is an ongoing process.

The School will maintain appropriate arrangements to identify information arising during employment which may affect an individual's suitability to work with children.

Any concern about the suitability of an EYFS staff member, volunteer or other adult will be referred promptly to the Designated Safeguarding Lead and/or appropriate senior leader and managed in accordance with the School's safeguarding procedures. Where the statutory criteria are met, the School will make any required referral to the Disclosure and Barring Service.

## EYFS Recruitment Records

The School will maintain records demonstrating compliance with the EYFS statutory requirements on the Single Central Register and on the individual HR file. For relevant EYFS staff, the School will record and retain appropriate information including:

- qualifications;
- identity checks;
- vetting processes;



- references;
- the DBS certificate/reference number;
- the date the DBS check was obtained; and
- the name or details of the person at the School who obtained the check.

These records will be maintained securely, and will be available for inspection where required.

The School will ensure that the relevant EYFS information is reflected appropriately within the School's Single Central Record and other recruitment records required under KCSIE 2026.

### **Compliance with KCSIE 2026**

The School will ensure that EYFS safer recruitment arrangements operate alongside and consistently with the requirements of Keeping Children Safe in Education 2026. Where KCSIE 2026 imposes an additional safeguarding or recruitment requirement applicable to the School, the School will comply with that requirement.

The School will keep this EYFS Safer Recruitment Policy under review, to ensure continued compliance with amendments to the EYFS Statutory Framework, KCSIE, DBS requirements and other relevant statutory guidance.

## Appendix I

### Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Disqualification under the Childcare Act 2006, whether by association, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to work or volunteer in a school. The School will report the matter to the police if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Appendix 2 – Staff Self Declaration Form, **used at interview stage and annually once the post holder is in place.**

## Staff Suitability Self-Declaration Form

The school is now required by the Department of Education to request the information on this form from you. The legislation requires schools to ensure that all staff working or directly concerned in the management of Early Years (children aged 0-5 years), including reception and out-of-hours school care for children up to eight years of age settings are not “disqualified”. The grounds for disqualification are, as the ISI states, “not only that a person is barred from working with children (included on the children’s barred list) but also include, in summary, that:

- They have been cautioned for, convicted or charged with certain violent and sexual criminal offences against children and adults, at home and abroad;
- Other orders have been made against them relating to their care of children;
- They have had their registration cancelled in relation to childcare or children’s homes or have been disqualified from private fostering;

### Staff Suitability Declaration

|                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| <p>This form is to be completed by all staff as part of pre-employment check procedures.</p> <p>Full Name:</p> <p>Address:</p> <p>Please respond to the questions listed below and sign the declaration to confirm that you are safe to work with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Head/Bursar/your line manager. Please tick yes or no against each point.</p> |            |           |
| <p>Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?</p>                                                                                                                                                                                                                         | <p>Yes</p> | <p>No</p> |
| <p>Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence either before or during your employment at this school?</p>                                                                                                                                                                                                                             | <p>Yes</p> | <p>No</p> |

|                                                           |            |           |
|-----------------------------------------------------------|------------|-----------|
| <p>• Are you 'Disqualified from Caring for Children'?</p> | <p>Yes</p> | <p>No</p> |
|-----------------------------------------------------------|------------|-----------|

|                                                                                                                    |     |    |
|--------------------------------------------------------------------------------------------------------------------|-----|----|
| • Have you committed any offences against a child?                                                                 | Yes | No |
| • Have you committed any offences against an adult (eg. Rape, murder, indecent assault, actual bodily harm, etc.)? | Yes | No |
| • Have you been barred from working with children (DBS)?                                                           | Yes | No |
| • Have your own children been taken into care?                                                                     | Yes | No |
| • Have/Are your own children the subject of a child protection order?                                              | Yes | No |

If you have answered 'yes' to any of the above, please provide further information below:

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.....

.....

I understand my responsibility to safeguard children, and I am aware that I must notify my manager immediately of anything that may affect my suitability to work with children.

I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

Signed ..... Date .....

Manager signature ..... Date .....

Please record follow-on action taken, where relevant.

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.....

.....

.....

Signed ..... Date action taken .....







