**Criminal Records Self Declaration Form – Update**

As your current role gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless they are a “protected” convictions/cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

**This means that you must disclose all spent and unspent convictions on this form other than those which are so “protected”. This may include driving offences but will not include youth cautions, reprimands or warnings. Please note that the rules on multiple convictions were changed in November 2020. If you are unsure about whether or not your conviction requires disclosure please review the Ministry of Justice guidance on the filtering of “protected” convictions and cautions which can be accessed on the** [**Ministry of Justice**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) **website.**

Failure to disclose any disclosable criminal convictions could lead to summary dismissal if it is subsequently discovered that you have had any disclosable criminal convictions and a referral to the Police may be made.

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.**

|  | | |
| --- | --- | --- |
| **Name:** |  |
| **Role:** |  |
| **Academy:** |  |

**Self Declaration**

|  | **Yes/No** |
| --- | --- |
| Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children’s Barred List)? |  |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? |  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? |  |
| Do the police or children’s social care have your name and/or information on file for any reason? |  |
| If you answered ‘yes’ to any of the questions above, please provide further information. | |

**Declaration:** I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE :

**Request for Your Consent to Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form.

**Important information regarding your consent**

1. We are The Blessed Edward Bamber Catholic Multi Academy Trust who is the data controller and the academy in which you work is part of our Trust.
2. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED/Estyn and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with the Lancaster Diocese with whom we may be required to share the information you have provided on this form.
3. The person responsible for data protection within our organisation is Stan Mossop and you can contact them with any questions relating to our handling of your data. You can contact them by email: [smo@bebcmat.co.uk](mailto:smo@bebcmat.co.uk) .
4. We require you to complete this form regarding criminal records disclosure as the information is needed in order to assist us in complying with our legal obligation to safeguard and protect children from harm.
5. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this form.
6. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
7. If you fail to complete this form, we may not be able to comply with our legal duty to safeguard children. This may affect your position within our organisation.
8. To read about your individual rights you can refer to our fair processing notice and data protection policies.
9. To complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure found here: <https://bebcmat.co.uk/trust-policies/> . If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-9 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-9 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
* Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-7 above:
* I agree to my personal data being shared as stated in paragraphs 2 above:

Yes  No