



Safer Recruitment, Disclosure and Barring Policy

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Amendments	Removed references to childcare disqualification as not applicable in our settings

Contents

1. Introduction	3
2. Recruitment and selection process	3
Advertising.....	3
Application Packs	3
Shortlisting.....	3
Seeking references and checking employment history.....	4
Interview and selection	5
3. Pre-appointment vetting checks/Single Central Record	5
DBS Filtering Rules	5
New staff	5
Existing staff.....	6
Agency and third-party staff.....	7
Contractors.....	7
Trainee/student teachers	7
Volunteers	7
Trustees Local Governors and Members	7
Staff working in alternative provision settings.....	8
Adults who supervise pupils on work experience	8
Positive Disclosures.....	8
4. Appointment without full disclosure.....	9
5. Random renewal of enhanced DBS checks.....	9
6. Records of disclosure information.....	9
7. Disqualification under the Childcare Act.....	10
Appendix 1	
Safer Recruitment, Disclosure and Barring Policy Declaration.....	12
Appendix 2	
Safer Recruitment Risk Assessment Form.....	13
Appendix 3	
Positive Disclosure	17
Appendix 4	
Self-declaration Form	19

1. Introduction

Safer recruitment processes are embedded in practice across Bolton Impact Trust and all of its academies.

To make sure we recruit suitable people, we ensure all staff involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure that we are committed to safeguarding and promoting the welfare of children.

2. Recruitment and selection process

Advertising

When advertising any roles across the Bolton Impact Trust, we will make clear:

- Our trust's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken including online checks
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application Packs

Our application packs will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a reference to our academies' child protection and safeguarding policies.

Shortlisting

Our shortlisting process will involve a minimum of 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have any relevant criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any relevant /unfiltered criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

- A signed declaration confirming the information they have provided is true

Following shortlisting we will also undertake an **online search** on all applicants to confirm a candidate's eligibility, and to identify any potential safeguarding concerns or risks to the Trust's reputation. For example, the search might reveal:

- A work history that doesn't match the CV and references provided
- An education history that doesn't match the stated qualifications
- Attitudes that suggest the candidate is unsuitable for the role or risks damaging the Trust's reputation

. The search will involve:

- Checking the following sites using the applicant's full name (and name of employer if appropriate)
 - Google
 - Twitter
 - Facebook
 - Instagram
- Only looking at public profiles on social media sites going back 5 years. We will not befriend candidates to look at their profiles and will not try to access restricted profiles. For candidates with a popular name, we will only search 10-15 names to find the right candidate.

The person conducting the search will not share irrelevant information. They will share any information with the chair of the interview panel that suggests the candidate:

- Poses a potential safeguarding risk
- Risks damaging the reputation of the trust or any of its academies
- Is unqualified for the role

Candidates will be given the opportunity to respond, during the interview, to any incidents or issues that arise from the online searches.

All searches will be recorded and will include:

- Who carried out the search
- Which search terms were used and which sites were looked at
- The date and time of the search
- Details of any concerns raised and the response provided by the applicant (It shouldn't include any irrelevant personal information)

Seeking references and checking employment history

We will seek to obtain references before the interview. Any concerns raised will be explored further with referees and taken up with the candidate at the interview.

When seeking references, we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school-based, we will ask for the reference to be confirmed by the headteacher/principal as accurate with respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if

- they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children including any concerning information as a result of the online checks
- Record all information considered and decisions made

3. Pre-appointment vetting checks/Single Central Record

In schools, a single central record of safeguarding checks for those who work within the school on a paid or voluntary basis must be maintained.

The record, as prescribed by Department for Education ('DfE') guidance, should include details of all staff employed at the school, whether directly or through an agency and volunteers.

This includes anyone else who is identified by the school as 'working or volunteering in regular contact with children'

We will record all information on the checks carried out in the relevant academy's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

DBS Filtering Rules

What has changed? From 29 May 2013 (updated December 2020) – a change in legislation means that certain old and minor convictions can be removed from the DBS certificate. Convictions that resulted in a custodial sentence will never be removed nor will certain serious convictions – more information can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

New staff

All offers of appointment will always be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practical after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed, we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken. Copies of DBS certificates should not be kept, but information of the check should be recorded on the SCR.

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher or learning mentor
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff, including teaching positions: criminal records checks for overseas applicants
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- Check that candidate taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

** Management positions are most likely to include, but are not limited to, Chief Executive Officer and Directors, Chief Finance Officer, Academy Leads and Deputy/Assistant Academy Leads.*

Regulated **activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e., they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the Trust or its academies has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trustees Local Governors and Members

All trustees, local governors and members will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state. All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Positive Disclosures

The term 'positive disclosure' refers to a disclosure containing information relating to convictions, cautions, reprimands and so on, plus 'soft information' relating to non-convictions but which the police deem as relevant.

Positive disclosures concerning either job applicants or employed staff will be referred to the Chief Executive Officer and Director of Academy Operations, for making an assessment of whether the offence(s)/information listed are sufficiently serious to cause concern.

To aid the decision-making process it may be appropriate for the Academy Lead, supported by the Trust Chief Executive Officer or Director of Academy Operations, to interview the applicant to verify the information received, prior to any judgements being made.

The assessment of the positive disclosure will be in accordance with the following checklist;

- the likely impact that the positive disclosure could have on the individual's ability to carry out the job role;
- the seriousness and nature of the offence(s);
- the nature of the appointment;
- the length of time since the offence(s) occurred;
- the number and pattern of offences;
- the applicant's age at the time;
- any explanation of the circumstances of the offence(s) that may already have been given

- concealment of the offence(s) at the application stage/non-disclosure of offences that occurred during employment
- the decision taken, based on the disclosure information received, will be recorded on the individual's personnel record.
- The Academy Lead is responsible for fully completing and submitting a risk assessment detailing the information documented on the DBS certificate to the Chief executive Officer or Director of Academy Operations who will seek HR advice if required. The form is available in Appendix 2
- Where appointment or continued employment of an individual with positive disclosures proceeds, the record of decision will be retained permanently on the individual's personnel file and the DBS disclosure information will be retained securely for six months from the decision being made, in accordance with DBS Policy.

4. Appointment without full disclosure

Following an offer and acceptance of employment, employees should not normally commence working for Bolton Impact Trust until full clearances of all relevant pre- employment checks, including DBS clearance, have been received and checked.

Any decision for employment to commence prior to receipt of full pre-employment checks can only be taken, following consideration of a completed Safer Recruitment Risk Assessment Form (Appendix 2) based on the nature of work, the level of exposure to children, young people or vulnerable adults and the information provided on the application form. In all cases these decisions will be made by the Chief Executive Officer or Director of Academy Operations.

The contract of any employee appointed prior to receiving clearance should remain subject to this condition being met. Until such time as the DBS clearance is received, the employee will remain subject to robust control measures of which they will be notified.

The Academy Lead is responsible for monitoring the individual until clearance is received and ensuring progress on the DBS check is pursued at least every 14 days. The Chief Executive Officer and Director of Academy Operations remains accountable for this decision until the DBS clearance has been granted.

The Academy Lead is responsible for fully completing and submitting a risk assessment to the Chief Executive Officer and Director of Academy Operations for consideration in line with the guidance within this policy, who may seek HR advice if necessary.

5. Random renewal of enhanced DBS checks

The Bolton Impact Trust will, in each academy and within the central team renew around 10% of checks each year on a random sample basis, and routine renewals may also be undertaken due to the extensive work with vulnerable young people.

All staff at the Bolton Impact Trust are subject to enhanced DBS clearance and will be reminded of their duty to disclose convictions/information at the start of each academic year and as part of the induction process for new staff. This form can be found in (appendix 1).

6. Records of disclosure information

The Bolton Impact Trust recognises its obligations in relation to the handling, safekeeping and disposal of disclosed information and is committed to complying fully with the DBS Code of Practice in relation to safeguarding information received. The Code of Practice states that disclosure certificates are to be retained for six months in a secure locked place or until the

outcome of any recruitment decisions where there is positive information.

The following details of all DBS and vetting checks will be maintained for employed staff on the trust HR System

- the date of issue of a Disclosure;
- the type of Disclosure requested;
- the position for which the Disclosure was requested, where the holder has more than one post;
- the reference number of the Disclosure

7. Disqualification under the Childcare Act

People who have been convicted of certain offences are disqualified from providing childcare under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. This does not currently apply to staff at the Bolton Impact Trust however should this change, the following criteria will be followed.

The disqualification criteria include:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations
- refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children's homes, or being prohibited from private fostering, as specified in paragraph 17 of Schedule 1 of the 2018 regulations
- living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2018 regulations (note that regulation 9 only applies where childcare is provided in domestic settings, defined as 'premises which are used wholly or mainly as a private dwelling' in section 98 of the act, or under a domestic premises registration, including non-domestic premises up to 50% of the time)
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which will lead to disqualification, are set out in the 2018 regulations.

The regulations apply to staff who work in, or are directly concerned with managing:

- Early Years provision – birth until 1 September following a child's fifth birthday This includes education in nursery and reception classes, and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after-school care provided by the school) both during and outside school hours.
- Later Years provision – for children under 8) Covers staff who work in childcare provided by the school outside school hours for children under 8, including before- school settings such as breakfast clubs, and afterschool provision. This does not include education or

supervision during school hours, or extended school hours for co-curricular learning activities, such as choir or sports teams. The regulations also apply to volunteers and casual workers who regularly work in, or manage these settings, whether they're supervised or not. Self-employed contractors, such as music teachers and sports coaches, and trainee teachers where they meet the criteria above.

The regulations do not apply to:

- Staff who only provide education, childcare or supervision for children above reception age during school hours
- Staff who only provide education, childcare or supervision out of school hours for children aged 8 or over.
- Staff who are not employed to directly provide childcare such as caretakers, cleaners, catering and office staff.
- Staff who are only occasionally deployed and not regularly required to work in relevant settings
- People involved in any form of health care provision
- Previously staff could also be disqualified because they lived in a household where another person who was disqualified lives or works. This no longer applies to schools and we will not ask staff questions about people they live with.
- Academy Leads are responsible for ensuring that anyone who falls within the relevant categories of staff is made aware of the legislation. There is not requirement for staff to make an annual declaration, but the letter should be issued to all new staff prior to them commencing employment.
- We will inform staff that when responding to questions about their cautions or convictions, they do not need to provide details about any convictions that are not relevant to the childcare disqualification legislation. Staff not in scope of the regulations cannot not be asked to complete a declaration.
- If we find out a member of staff is disqualified, we will inform Ofsted and must not continue to employ the individual in the setting from which they are disqualified. Disqualified staff may be able to apply to Ofsted for a waiver.
- We will keep a record of those staff who are employed to work in or manage relevant childcare provision. We will record the date on which the information about disqualification was provided and keep details of the checks as part of the single central record, or they may retain a separate record. Ofsted and the Independent School Inspectorates will check this as part of their routine school inspection process.

Appendix 1

Safer Recruitment, Disclosure and Barring Policy Declaration

Name:

Academy:

I confirm that I have received and read the Safeguarding, Disclosure & Barring Policy. I understand that failure to disclose criminal convictions, cautions, reprimands, bind-overs and any other police involvement that occurs during my employment with the school, both within and outside of working hours, may result in disciplinary action being taken and may ultimately lead to my dismissal.

Signed:

Date:

I confirm that I have not had any undisclosed criminal convictions, cautions, reprimands, bind-overs and any other police involvement within the past twelve months.

Signed:

Date:

Academy Lead Signature:

Date:

Appendix 2

Safer Recruitment Risk Assessment Form

Record of Safeguarding Risk Assessment – for pre-employment (A) and positive DBS checks (B).

Full Name:	Date Of Birth:
Previous Names:	Academy/Site:
Position:	

Section A. ACADEMY LEAD TO COMPLETE

Pre-employment start without DBS: Request for individual to commence employment in advance of DBS Disclosure being received (the individual must not undertake any work (paid or unpaid) until this risk assessment has been considered and approved).

Individuals should only be allowed to commence employment without a DBS Disclosure if, in exceptional circumstances, following completion of a satisfactory risk assessment by the Head Teacher, any delay is likely to severely affect service delivery.

Please explain why you need the person to commence work prior to all checks being received.	
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Question	Applicable Y/N	Comment
Has a full completed and signed application form been received and the application form been checked for gaps/anomalies?		
Have gaps/anomalies been discussed with the candidate?		
Have at least two satisfactory written references been received and verified?		
Did the references highlight any concerns or issues? If yes, of what nature and have these been discussed with the employer and/or the applicant?		
Have qualifications been checked where necessary?		

Has a section 128 check been conducted (where appropriate)?		
Has a self-disclosure form been completed by the applicant?		
Has the individual disclosed any cautions, convictions, warnings, etc.?		
If yes, at what stage were these disclosed and discussed?		
Further details: who was involved, when it occurred, what occurred, where incident/offence was committed, why it was committed. How does applicant now feel about incident or offence?		
At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before a Disclosure is received? If yes, please elaborate.		
Has medical clearance been obtained for the individual?		
Does the candidate already hold a DBS certificate?		
If Yes, was the certificate issued in the last 12 months?		
Is it enhanced?		
Has the candidate completed a new DBS certificate application form?		
What date was this sent to the DBS?		
Will the person be supervised at all times until satisfactory DBS clearance is received?		
Details of proposed measures to manage the 'risk' of this individual commencing work prior to their DBS being received (consider the role being appointed to and in addition to having access children also consider whether applicant has access to money, access to confidential/sensitive		

information etc and whether this is appropriate pending DBS certificate)		
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Section B. Office Supervisor TO COMPLETE

	Y/N	Comment
Children's Barred List check completed against all known names?		
If yes, is Barred List check clear?		
Name of person undertaking Barred List check		
For Teachers & Governors in maintained schools, prohibition orders checked?		
If yes, is there a Prohibition Order in place?		

Academy Lead TO COMPLETE

Level of Risk: Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.	
High Risk	
Medium Risk	
Low Risk	
Can protective measures be put in place to render the risk low? Yes / No	
Outline of the protective measures, e.g., curtailment of access to children/information; additional supervision; change of work location; diversion to low-risk tasks or training.	

Risk Assessment for name of individual completed by:

Signed (Academy Lead)

Date:

Print Name (Academy Lead)

Section E. AUTHORISATION

Authorised by Chief Executive Officer/Director of Academy Operations/Chair of Trustees
Is this person suitable to start work based on the information and risk assessment? Yes/No
Comments: (Reasons for decision)

Risk Assessment Authorised by:

Signed (Chief Executive Officer/Director of Academy Operations/Academy Lead):

Date:

Print Name (Chief Executive Officer/Director of Academy Operations/Academy Lead):

Appendix 3

Positive Disclosure

Where an employee declares a positive disclosure on the self-declaration, the following should be confirmed.

Positive disclosure on self-declaration form: Yes No
Account received at Interview: Yes No
Self-declaration matches DBS: Yes No

Disclosure Reviewed:

- Minor, no relevant impact to employment; no risk assessment required
- Disclosure manageable with risk assessment
- Disclosure deems candidate unsuitable, offer rescinded

Academy Lead TO COMPLETE

Level of Risk: Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.	
High Risk	
Medium Risk	
Low Risk	
Can protective measures be put in place to render the risk low? Yes / No	
Outline of the protective measures, e.g., curtailment of access to children/information; additional supervision; change of work location; diversion to low-risk tasks or training.	

Risk Assessment for name of individual completed by:

Signed (Academy Lead)

Date:

Print Name (Academy Lead)

Section E. AUTHORISATION

Authorised by Chief Executive Officer/Director of Academy Operations/Chair of Trustees
Is this person suitable to start work based on the DBS information and risk assessment? Yes/No

Comments: (Reasons for decision)

Risk Assessment Authorised by:

Signed (Chief Executive Officer/Director of Academy Operations/Academy Lead):

Date:

Print Name (Chief Executive Officer/Director of Academy Operations/Academy Lead):

Disclosure information & documents relating to convictions should be retained by the authorised signatory pending any appeal and for secure disposal thereafter. This form should be retained securely on the HR File for employees.

Appendix 4

Self-declaration Form

As part of our duty to safeguard pupils, we need to check whether shortlisted candidates are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for. We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request.

Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#) or at one of the following organisations:

Nacro- [Criminal Record Support Service | Nacro](#) or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock- [Contact us - Unlock](#) or phone 01634 247350 text 07824 113848

If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We won't use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

POST APPLIED FOR:	Date:
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Surname:	Previous name(s) (if any):	
Forename(s): [OBJ]	Preferred title: [OBJ]	Date of birth:

National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):
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In accordance with the current statutory guidance Keeping Children Safe in Education “it is vital that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children”

Bolton Impact Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be sought and successful candidates will be subject to the receipt of two satisfactory references, an enhanced DBS check with a barred list check and other relevant checks with statutory bodies.

<p>1. 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)?</p> <p>Yes / No</p> <p>If yes, please provide details here</p>
<p>2. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p> <p>Yes / No</p> <p>If yes, please provide details here</p>
<p>3. 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?</p> <p>Yes / No</p> <p>If yes, please provide details here</p>
<p>4. Are you, or have you ever been, prohibited from teaching (regardless of timeframe) by the TRA or sanctioned by the GTCE?</p>

Yes / No / Not applicable

If yes, please provide details here

5. Have you been prohibited under **Section 128** provisions? (In ANY management posts of independent schools - including academies and Free Schools or disqualified from holding office as a governor of a maintained school)

Yes / No / Not applicable

If yes, please provide details here

6. Have you lived or worked outside the UK for more than 3 months in the last 10 years?

Yes / No

If yes, please provide details here

7. Are you subject to any sanctions relating to work with children in any country outside of the UK?

Yes / No

If yes, please provide details here

8. Applicants for posts in early years or later years childcare (wrap around care) only

The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):

- Orders disqualifying you from caring for children
- Orders disqualifying you from private fostering
- Any refusal of an application for you to be registered in relation to a children's home
- Care/child protection orders issued in respect of a child in your care

If yes, please contact us for more information on the Regulations.

9. Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?

- This includes, but is not limited to:
- Any offence against or involving a child
- Any sexual offence
- Any violent offence, i.e., murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)

Yes / No

If yes, please provide details here

10. Do the police or children's social care have your name and/or information on file for any reason?

Yes / No

If yes, please provide details here

Please complete the declaration below:

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 work with children. 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, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.

Signed:

Date:

Please note that:

- If successful in your application, this disclosure form will be stored securely in line with the school's retention policy, a copy of which is available upon request.
- If you are unsuccessful, this disclosure form will be stored securely and securely destroyed within 6 months of your application.