



REHABILITATION OF OFFENDERS ACT 1974

DISCLOSURE FORM

This form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant Application Form.

Where you are making an application, this form must be completed and emailed marked “confidential” with your completed Application Form and any other supplementary or supporting documents.

In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve working with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for 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 it is a “protected” conviction/caution 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 any 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 their website.

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, 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.**

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Do you have and unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

No: ☐

Yes: ☐

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?

No: ☐

Yes: ☐

If you have answered yes to the questions above, please set out the details below: -

Date of Conviction/pending Hearing//Reprimand/Warning	Offence	Sentence	Details of Police/Court involved

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

Signature:

Date:

1. 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 application form.

Important information regarding your consent

1. We are St. Michael's Catholic Grammar School, a Voluntary Aided School in the Trusteeship of St. Michael's Catholic School Trustee, a Member of the Loreto Education Trust, founded by the Sisters of the Poor Child Jesus.
2. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED and the London Borough of Barnet Designated Officer for child protection matters (the LADO). Being a Catholic education provider we work closely with our Trustees, the Diocese of Westminster, the London Borough of Barnet, the Department of Education and Education Personnel Management Limited with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organization is Brian Roberts and you can contact him with any questions relating to our handling of your data by emailing office@st-michaels.barnet.sch.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 require the information we have requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
6. If your application is successful and you have disclosed criminal records information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School's data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED and LADO and any other appropriate third party mentioned in paragraph 2.
7. If you are unsuccessful and you have disclosed criminal records information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED and/or LADO and any other appropriate third party.
8. If you are unsuccessful and you have not disclosed criminal records information on this form, this form shall be destroyed after a maximum period of 6 months.
9. 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 application form.
10. 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). To read about your individual rights you can refer to our data protection policy.
11. If you fail to complete this form, we may not be able to comply with our legal duty to safeguard children. This means that we may not therefore continue to process your employment application or offer you a position within our organisation.
12. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint via our Clerk to Governors. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

By checking the box below, I confirm that I have read and understood paragraphs 1-12 above - and have been offered the opportunity to raise any relevant questions - and hereby give my consent for personal information to be collected, processed and shared as stated in paragraphs 2, 6 and 7 above.

☐ Yes

☐ No

Signature:

Date: