**Staff Disqualification Declaration Form**

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In February 2015, the Department for Education (DfE) issued statutory guidance on the Disqualification under the Childcare Act 2006. This update clarifies the requirement for schools which provide care for pupils under the age of 8, to ensure that staff working there are not ‘disqualified’ from doing so under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them

2. having committed certain offences

3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

**You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this school.**

If you fail to complete and return the form, this may be regarded as a disciplinary matter, which may ultimately result in dismissal.

A disqualified person is not permitted to continue to work in a setting providing early years childcare to nursery or reception age children or later years childcare for children who have not attained the age of 8, unless they have been granted a waiver from OFSTED.

**School**

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| **Name** |

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| **Post** |

Please circle one option for every question

**Section 1 – Orders or other restrictions**

Have any orders or other determinations related to childcare been made in respect of you?

YES / NO

Have any orders or other determinations related to childcare been made in respect of a child in your care?

YES / NO

Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?

YES / NO

Are there any other relevant orders, restrictions or prohibitions in relation to you as set out in Table 2 – see attached?

YES / NO

Are you barred from working with Children (Disclosure and Barring (DBS))?

YES / NO

Are you prohibited from Teaching?

YES / NO

**Section 2 – Specified and Statutory Offences**

**Have you ever been (a) convicted of OR (b) cautioned, reprimanded or given a warning on or after 6 April 2007 for:**

Any offence against or involving a child? (a child is a person under the age of 18)?

YES / NO

Any violent or sexual offence against an adult?

YES / NO

Any offence under the Sexual Offences Act?

YES / NO

Any other relevant offence – refer to those listed in Tables 4 & 5 (see attached)?

YES / NO

Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?

YES / NO

**Section 3 – Disqualification by association**

To the best of your knowledge, is anyone in your household\* disqualified from working with children under the Regulations?

\*household – includes family, lodgers, house-sharers, household employees

This means does anyone in your household have an Order or Restriction against them as set out in Table 2 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Tables 4 or 5. **Please note, only UNSPENT convictions need to be disclosed when referring to anyone in the household.**

YES / NO

**Section 4 – Provision of Information**

If you have answered YES to any of the questions above you should provide details in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.

Details of the order, restriction, conviction, caution etc.

The date(s) of these

The relevant court(s) or body(ies)

You should also provide a copy of the relevant order, caution, conviction etc where possible.

**Section 5 – Declaration**

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

* I understand my responsibilities to safeguard children
* I understand that deliberately providing false information may result in disciplinary action being taken which may result in dismissal.
* I understand that I must notify my chair of governors / head teacher / manager immediately of anything that affects my suitability to work with children including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children in future.

Signed

Print Name

Date

To be completed by the Head teacher / Chair of Governors

* I have reviewed the declaration provided and no further action is required.
* I have reviewed the declaration provided and the following action has been taken:

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Signed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_