## Description: Description: Description: LH_Header

## Self-Disclosure Form for Regulated Activity

**Part 1**

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| Name of Candidate/Person: |  |
| Previous name(s) - Please include date(s) each name was used (MM/YYYY) |  |
| Address with Postcode: |  |
| Telephone/Mobile No: |  |
| Date of Birth |  |
| Gender: |  |

**Part 2**

As the role you are in or have applied for involves regulated activity, you will be required to provide a valid DBS certificate, which will provide details of criminal convictions. This may include a barred list check, depending on the nature of the role.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access information held about you.

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| Have you ever been known to any Children’s Services department or Police as bring a risk or potential risk to children? | Yes | No |
| If yes, please provide further information: |
| Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children? | Yes | No |
| If yes, please provide further information: |
| Have your own children been taken into care? Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? | Yes | No |
| If yes, please provide further information: |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013? | Yes | No |
| If yes, please provide further information: |
| **Confirmation of declaration** (tick box below)  |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention. |
|  | In accordance with the organisation’s procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
|  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |
| I understand my responsibility to safeguard children, and I am aware that I must notify the Headmaster immediately of anything that may affect my suitability to work with children. I will ensure that I notify my Cranford House School immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.  |

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| Signature of Candidate |  |
| Print Name: |  |
| Date: |  |
| **For Headmaster (for Teaching Staff)/Director of Finance and Operations (for Support Staff):** I have reviewed the above and confirm that no further action is to be taken.**OR**I have reviewed the above and the following action has been taken: |
| Signature: |  |
| Date: |  |

***Please return this signed form to Justine Tilley (HR) no later than 4 September 2020***