Recruitment and Suitability Checklist

*Insert your Privacy Statement*

Disqualification including Disqualification by Association declaration form, this clearance forms part of the recruitment and selection process and no offer of employment will be given until this has been fully completed.

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| **Staff Disqualification Declaration - CONFIDENTIAL** |

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| **Name** |  | |
| **Post applied for** |  | |
| **Setting** |  | |
| **Please clearly indicate the answer to each 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 respect of you as set out in the Schedule 1 of the Regulations? Available at the link below:  <http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made> | | YES / NO |
| Are you barred from working with Children by the Disclosure and Barring Service (DBS)? | | YES / NO |
| Are you prohibited from teaching by the Teaching Regulation Agency (TRA)? | | YES / NO / NA |
| Have you ever had a registration with Ofsted? If yes please provide your Ofsted registration number/s | |  |
| Have you ever had an Ofsted registration cancelled and/or been disqualified from providing, being directly concerned in the management of, or employed in connection with, childminding and / or childcare where that care requires registration? | | YES/NO |
| **Section 2 – Specified and Statutory Offences** | | |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of:- | | |
| Any offence against or involving a child? (A child is a person under the age of 18)  If yes please state the date and the court | | YES / NO |
| Any violent or sexual offence against an adult?  If yes please state the date and the court | | YES / NO |
| Any offence under the Sexual Offences Act?  If yes please state the date and the court | | YES / NO |
| Further information can be found by following the links below:  <http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made>  <http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made> | |  |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?  If yes please state the date and the court | | YES / NO |

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| **Section 3 – Disqualification by Association**  **Disqualification by association is only relevant where childcare is provided in domestic settings (e.g. where childminding is provided in the home) or under registration on domestic premises**. | | |
| To the best of your knowledge, is anyone in your household\* disqualified from working with children under the Regulations?  *(\*household – could include family, lodgers, house-sharers, household employees etc.)*  *This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2 or 3 of the Childcare (Disqualification) Regulations 2009?* | | YES / NO |
| **Section 4 – Provision of Information** | |  |
| *If you have answered YES to any of the questions above you should provide details below in respect of yourself. You may supply this information separately if you so wish, but you must do so without delay.*  *If you have answered YES to section 3, the written consent of the third party will need to be obtained before you can share this information.* | | |
| Details of the original document e.g. order, restriction, conviction, caution etc. including dates, relevant court(s) and/or body(ies) (give details below)  Original document type:  Reference Number:  Date of cautions/conviction:  Name of relevant court or other issuing body:  Details: | | |
| *You must provide a copy of the relevant order, caution, conviction etc. In relation to the cautions/convictions and an Enhanced DBS Certificate may be provided to demonstrate this.*  Date original documents seen:  Name: Signature:  (Senior manager)  Follow on action: | | |
| **Section 5 – Declaration** | | |
| In signing this form, I confirm that:   * The information provided is true to the best of my knowledge * I understand my responsibilities to safeguard children * I understand that I must notify my manager immediately of anything now or in the future that affects, or might affect, my suitability to work in the setting, including any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working with children under the Childcare (Disqualification) Regulations 2009, replacement or similar legislation. * I understand that if the setting is on domestic premises that I must also inform you of any member of my household that would render me disqualified from working with children under the Childcare (Disqualification) Regulations 2009, replacement or similar legislation. * This setting maintains a Single Central Record in line with statutory guidance. Information relating to the safeguarding checks completed as part of your application under the Disqualification under the Childcare Act 2006 (Update 2018) will be stored on this record. Please sign to indicate that you consent to this information being stored.’   *Failure to notify will be a serious matter, considered as gross misconduct under the Disciplinary process and could result in summary dismissal.* | | |
| **Signed:** | **Date** | |
| **Print Full Name:** | | |

***Insert Your Privacy Notice***