

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



1.2.1 Staff Disqualification Declaration

Declaration of unspent criminal offences for appointments into positions where a DBS Disclosure is required. Please read the following notes carefully, before completing this form.

It is the policy of Foundry Lane Community Playgroup to require applicants into posts which are eligible for a Disclosure and Barring Service (DBS) disclosure, to declare information on any previous criminal record that they hold.

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance “Keeping Children Safe.” This update requires schools and settings which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through:

- Having certain orders or other restrictions placed upon them.
- Having committed certain offences.

You are therefore required to complete a Staff Disqualification Declaration confirming that you are not disqualified under those Regulations from working in this setting. Please be aware that should you not complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers, may mean that you can no longer work at the setting. If you have no unspent convictions please write “none” and sign the form.

A disqualified person is not permitted to continue to work in the setting unless they apply for and are granted a waiver from Ofsted. Support will be provided with this process.

<http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare>.

Foundry Lane Community Playgroup will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent you from working in Foundry Lane Community Playgroup. A conviction, reprimand or caution will be considered in light of its relevance to the post you currently hold.

All appointments into posts subject to a DBS check are made only on condition of a satisfactory DBS Disclosure. If you are successful in your application for employment, then the failure to disclose unspent previous criminal history will result in withdrawal of the conditional offer of employment.

All information disclosed will be treated in the strictest confidence. Your completed form should be sent to the Staffing Sub Committee, in an envelope marked "Private and Confidential. Following receipt of the form you may be contacted to discuss the information you have provided.

Disqualification Declaration

Setting	
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Name		Post	
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Please circle one option for every question

Section 1 – Orders or other restrictions	
Have any orders or other determinations related to child care been made in respect of you?	YES/NO
Have any orders or other determinations related to child care 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? http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made	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 cautioned, reprimanded, given a warning for or convicted of:	
<ul style="list-style-type: none"> ▪ Any offence against or involving a child? (a child is a person under the age of 18) 	YES/NO
<ul style="list-style-type: none"> ▪ Any violent or sexual offence against an adult? 	YES/NO
<ul style="list-style-type: none"> ▪ Any offence under the Sexual Offences Act? 	
Any other relevant offence? http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made	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 – 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.	
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. In relation to cautions/convictions a DBS Certificate may be provided.	

Section 5 – Declaration

In signing this form, I confirm the following:

- I understand my responsibilities to safeguard children
- I understand that I must notify the Management Committee immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of myself that would render me disqualified from working with children.
- I understand that I will be enrolled in the DBS Update Service and that the Management Committee will access this annually to ensure that I am not disqualified from with working with children in line with the Childcare (Disqualification) Regulations 2009.

Signed:			
Print Name:		Date:	

Section 6 – Management Committee

Signed:		Position:	
Print Name:		Date:	

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	01.04.2015
To be reviewed	Annually
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	Christine Carstairs
Role of Signatory	Treasurer

Review Date	Reviewed By (Name)	Role	Signed
17.09.15	Sarah Sharp	Committee	
29.10.18	J. Stephens	Chair	
09.05.19	J. Stephens	Chair	
10.07.2020	J. Stephens	Chair	