



Pre-interview self-disclosure - volunteer

Please return this disclosure to prin-hr@coopacademies.co.uk

POST APPLIED FOR:

Surname:	Previous name(s) (if any):
Forename(s):	Preferred title:

Co-op Academies Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

In line with statutory guidance ([Keeping Children Safe in Education](#)), we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, cautions, court orders, reprimands, warnings or other matters which may affect your suitability to work with children (or vulnerable adults, where relevant). As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013, 2020 and 2023, when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please read the information provided in our Guidance for Applicants (also Annexes 2 and 3 of our Safer Recruitment Policy [Co-op Academies Trust - Staff Policies \(coopacademies.co.uk\)](#)) before answering the following questions. There is more information on filtering and protected offences on the DBS website.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes / No
2. Do you have any criminal proceedings pending? No/Yes
If yes, please provide details here



3. 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 2013, 2020, 2023? Yes / No
If yes, please provide details here
4. Are you included on the DBS children's barred list? Yes / No
If yes, please provide details here
5. (Qualified Teachers only) Are you, or have you ever been, prohibited from teaching or sanctioned by the GTCE? Do you have an interim prohibition order? Yes / No / Not applicable
If yes, please provide details here
6. (Management posts only) Have you been prohibited from management of a school / academy (s128)? Yes / No / Not applicable
If yes, please provide details here
7. Have you committed any criminal offences in any country in line with the law as applicable in England and Wales, <u>not</u> the law in the country of origin, or the law where you were convicted?
If yes, please provide details here
8. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No
If yes, please provide details here
9. Are you subject to any sanctions in the EEA Yes / No
If yes, please provide details here
10. <u>Applicants for posts in early years or later years childcare (wrap around care) only</u>



Academies Trust

The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria.

These criteria include (this is not an exhaustive list):

- Certain serious criminal offences
- Court orders relating to the care of your own child
- Being prohibited from private fostering

Do you have any reason to believe you are disqualified from working in childcare? Yes / No

If yes, please contact us for more information on the Regulations.

Please complete the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.

Signed:

Date:

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.