



MONITORING & SAFEGUARDING

SELF DISCLOSURE FORM

Declaration of Spent and Relevant Unspent Criminal Offences

Bradford Grammar School requires applicants to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In assessing your suitability for a post, Bradford Grammar School complies with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the Provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings you have and any court cases pending.

If appointed, any failure to disclose any convictions could result in dismissal or disciplinary action by the School. Any information you provide regarding convictions will be kept confidential.

Criminal Offences

Using the guidelines below please list all your unspent convictions, cautions, reprimands and final warnings, including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

- Cautions relating to an offence from a list (see below) agreed by Parliament;
- Cautions given less than 6 years ago (where you were over 18 years old at the time of the caution);
- Cautions given less than 2 years ago (where you were under 18 years old at the time of the caution);
- Convictions relating to an offence from a prescribed list (see below);
- Convictions that resulted in a custodial sentence (regardless of whether served);
- Convictions given less than 11 years ago (where you were over 18 years old at the time of the conviction);

- Convictions given less than 5 years ago (where you were under 18 years old at the time of the conviction);

Irrespective of the above list, if you have more than one conviction then ALL convictions must be declared.

A list of offences which must always be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

This list includes a range of offences which are serious, relate to sexual or violent offending or are relevant in the context of safeguarding. It would never be appropriate to filter offences on this list. In addition, the legislation covers equivalent offences committed overseas.

It is not possible to capture a definitive list of all equivalent offences under the law of all other jurisdictions. Where an individual is aware that they have committed an offence overseas which may be equivalent they should seek independent expert or legal advice to ensure that they provide information that is truthful and accurate.

If you have no relevant unspent, and no spent convictions, cautions, reprimands or warnings please write 'none' in the boxes below and sign this form. If you have any queries about the completion of the form, please contact the HR Manager on 01274 553718.

Nature of Offence(s)	Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)	Sentence(s)

All information given will be treated in the strictest confidence. Following receipt of this form you may be questioned at interview regarding the information you have given.

Declaration

I certify that to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, my employment may be terminated with immediate effect and I may be reported to the police, Disclosure & Barring Service and/or The Department for Education Children's Safeguarding Operation Unit.

Signed:	
Name (Please print in CAPITALS):	
Position applied for:	
Date:	

Once completed please return this declaration to the HR Department, Bradford Grammar School, Keighley Road, Bradford, BD9 4JP or email HR@bradfordgrammar.com