 **Disclosure of Criminal Convictions/Cautions/Reprimands/Bind Overs**

**(Spent or Unspent)**

**Guidance Notes**

1. It is St Giles School policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions. In addition, you are required to disclose any reprimands, bind overs and any cautions which have not expired or any pending prosecutions.
2. In addition, as the post for which you are applying for is one that will give you substantial unsupervised access to children and young people it is covered by the Rehabilitation of Offenders Act 1974. You are therefore required to disclose ‘spent’ as well as ‘unspent’ criminal convictions, cautions and reprimands or bind overs and any pending prosecutions against you.
3. The information that you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
4. Disclosure of a conviction, caution, reprimand, bind over or pending prosecution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in the light of all the information available. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for.
5. A conviction includes:
   * 1. A sentence of imprisonment, youth custody or in a young offenders institution;
     2. An absolute discharge, conditional discharge or bind over;
     3. A fit person order, a supervision or care order, a probation order or community punishment order or and approved school order arising from a criminal conviction;
     4. Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
     5. Detention by direction from the Home Secretary;
     6. Remand centres, secure training centres or in secure accommodation;
     7. A suspended sentence;
     8. A fine or other sentence not mentioned above.

6. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and a positive prosecution.

7. A reprimand has replaced a caution for young people under age 15. A young person given a second formal warning about future conduct is then given a formal warning.

8. A bind over is an order which requires the defendant to return to Court on an unspecified date for sentence.

9. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or undertake any work in a ‘regulated activity’.

10. As the post for which you are applying falls within the category for which a disclosure and barring screening check (DBS check) is required, if you are selected for appointment, we will require an Enhanced DBS check to be undertaken. Refusal for the school to undertake an Enhanced DBS check will prevent your employment. Any information provided by the DBS service, will be kept securely.

11.Failure to disclose convictions, cautions, reprimands or bind overs and any pending prosecutions may, in the event of employment result in dismissal or disciplinary actions.

**Please complete the form and return it to the school in a sealed envelope marked ‘confidential’.**

 **St Giles School Self-Disclosure Form**

**Confidential once completed.**

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| Part A | |
| Role applied for: | |
| Title: | |
| Surname: | First Name: |
| Any previous names by which you have been known: | |
| Date of birth: | Place of birth: |
| Address: | Home telephone number:  Mobile telephone number: |

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| **Part B** |
| Have you ever been convicted of a criminal offence or been the subject of a caution, reprimand, written warning, a bound over order or a civil action? |
| Yes No |
| If ‘yes’ please state the nature and date(s) of the offence(s)  *Include offence, date of conviction / caution / reprimand / bind over and sentence* |

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| Do you have any pending prosecutions for a criminal offence or been the subject of a caution, reprimand, written warning, a bound over order or a civil action? |
| Yes No |
| If ‘yes’ please state court to which summoned, appearance date and alleged offence |

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| Have you ever been subject to any disciplinary actions or sanctions relating to child abuse, sexual offences, possession of prohibited substances or violence? |
| Yes No |
| If ‘yes’ please give more details: |

By signing below, I confirm that the information I have provided on this form (and attached if applicable) is accurate. I understand that this information will not necessarily prevent me from being employed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the above role.

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| Signed |  | **Date** |  |