

## Staff suitability self-declaration form for Old Court Community Pre-school (OCCP)

This form is to be completed by all potential new staff prior to commencement of employment. The form must also be completed by all volunteers and students where an enhanced DBS check and barred lists check is required.

The form should also be completed by all relevant staff on an annual basis; staff who have job roles which involve working directly with children and young people, or are directly involved in the management of such work must complete and sign the form. Guidance on completing the form is attached.

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Job role: \_\_\_\_\_

Please answer the questions and sign the declaration below to demonstrate that you are suitable to work with children. Any false information recorded by staff will be treated seriously in line with the setting's disciplinary procedures. Please write Yes or No against each question.

Question	Yes/No
Are you aware of the statutory requirements relating to disqualification under the Children's Act and Childcare Disqualification Regulations 2018?	
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any relevant offence during your current or previous employment or since the date of your most recent enhanced DBS disclosure? Please note you must declare any offence that is not spent, or that is classed as relevant.	
Have you committed any offences against a child or adult (including without limitation offences committed overseas)?	
Have you been barred and/or disqualified from working with children?	
Have you had Ofsted registration refused or cancelled (except where the sole reason is non-payment of fees) in relation to childcare or children's homes or have you been disqualified from private fostering?	

Question	Yes/No
Has your name been placed on the DBS children's barred list?	
Have your own children been taken into care?	
Are your own children the subject of a child protection plan?	
Do you have any medical conditions that could affect your ability to care for children?	

You have a duty to understand the information you are required to share with the setting in relation to your suitability. Guidance in relation to offences and orders which are relevant can be found here: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

If you are still unsure, then please discuss the details with your line manager.

### Declaration

I understand my responsibility to safeguard children and am aware that I must notify OCCP of anything that may affect my suitability to work with children.

I will ensure I notify OCCP of any changes to the information declared on this form.

I am aware that if I am taking medication on a regular basis I must notify OCCP and I will notify OCCP if I experience any health concerns which could affect my ability to work with children.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by setting where necessary

Please record any follow-up action taken, where relevant:

Signed by Manager/Chairperson

Date:

## **Guidance on completing the staff suitability self-declaration form**

Please detail here any relevant convictions, court orders, cautions, reprimands and warnings that may affect your suitability to work with children. This includes any offences or cautions that have constituted violent or sexual offences against a child or adult and some other offences, for example, of a financial nature.

It is your duty as an employee to understand what information you need to share with your employer in relation to this. Guidance on relevant offences, orders and the Rehabilitation of Offenders Act can be found here: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

The guidance above is dated July 2018. Employees need to ensure that they remain up-to-date with legislation and requirements.

It is our duty as an employer to act responsibly and to request relevant information from the employee, to ensure that the General Data Protection Regulation and Rehabilitation of Offender's Act are complied with.

As your employer, we will consider this information to ensure that any actions taken are proportionate.