

CONFIDENTIAL -Safeguarding Form

For more information, advice and guidance on safer recruitment, criminal record checks and the Disclosure and Barring Service, please contact the HR Manager Harriet Andrew on 01872 308172 or email tpat@truro-penwith.ac.uk

Please call 01872 03172 if you require this form in a different format or language.

Please fill in **all sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

Safeguarding children, young people and vulnerable adults

It is the responsibility of all employees to maintain awareness of policies and practices regarding the safeguarding of children, young people and/or adults who may be at risk. You should report concerns/allegations in accordance with corporate guidance procedures. This responsibility applies to all Council employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of the Council.

From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.

Criminal Convictions and Disqualification Declaration

SECTION A

Declaration of criminal convictions

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#).

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or do you have any charges pending?	Yes/No
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Have you ever been barred or restricted from working with children and/or vulnerable adults?	Yes/No
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SECTION B

Childcare disqualification declaration

If the following does not apply to you, please move onto section C

[Disqualification under the Childcare Act 2006](#) applies to all schools and settings who provide childcare and/or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:

- staff who work in early years provision (including teachers and support staff working in a school nursery and reception classes);
- staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
- staff who are directly concerned in the management of such early or later years provision.

You are also required to provide relevant information about any person who lives or works in the same household as you which may disqualify you 'by association'.

Have you or any member of your household ever been disqualified from caring for a child, including your own child? (which are referred to in regulation 4 and listed at schedule 1 of 2009 Regulations)	Yes/No
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Have you or any member of your household ever had your registration refused or cancelled relating to childcare, or children's homes, or been prohibited from private fostering? (as specified in Schedule 1 of the 2009 Regulations)	Yes/No
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Does any member of your household have any unspent convictions for certain violent and sexual criminal offences against children and/or adults? (See Table A – Relevant Offences)	Yes/No
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Has any member of your household ever been barred from working with children?	Yes/No
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Have you or any member of your household committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom?	Yes/No
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SECTION C

Further information and declaration

If you have answered yes to any of the above questions, please provide further information below:

Declaration: I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment. I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks.			
Signature (applicant):		Date:	
Print Full Name:			
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.			
If you have completed this form on behalf of the applicant, please add your details:			
Name (printed):		Contact number:	

Thank you for taking the time and effort to complete this form. The role information supplied will say where it should be returned.

Please make sure that you complete the application and equal opportunities monitoring forms and return the paperwork together.

For official use: Approved/Refer to Occupational Health Medical Advisor – by Harriet Andrew (TPAT HR Manager) Truro Penwith College, Allen Building A212, College Road, Truro, TR1 3XX

Signed Date Received