**Disqualification Declaration Form**

This form is to be completed for all existing employees and as part of the pre-employment checks for new staff where they are covered by the \*Childcare (Disqualification) Regulations 2009

\*Staff who are working in early years provision and staff working in later year’s provision for children who have not attained the age of 8. This also includes staff that are directly concerned in the management of such early or later year’s provision.

Employee Name: ……………………………………………………………………

Post Title:…………………………………………………………………

**Important – Please read in full before completing the declaration**

**Please answer the questions below to the best of your knowledge and sign the declaration at the end of this form. Please note that you must answer all questions in the box titled: Questions relating to you AND for the box titled: Questions relating to all others who live or work in the same household.**

**Others who live or work in the same household includes anyone who lives or works in the same property as you including partners, spouses, children, parents, flatmates, lodgers, tenants on a permanent or temporary basis**.

**Please also answer the question relating to qualified teacher status.**

**Please answer each question below by circling Yes or No.**

|  |  |
| --- | --- |
| **Questions relating to you:**  \*Have you been cautioned, reprimanded, given a warning or convicted of any offences against a child?  \*Have you been cautioned, reprimanded, given a warning or convicted of any violent or sexual offences against an adult?  Have you been barred from working with children by the Disclosure and Barring Service?  Have your children been taken into care?  Have or are your children the subject of a child protection order?  Has a court order been made in respect of a child under your care?  Have you been refused registration or had registration cancelled in relation to childcare or a children’s home or have you been disqualified from private fostering? | **Yes / No**  **Yes / No**  **Yes / No**  **Yes / No**  **Yes / No**  **Yes / No**  **Yes / No** |

\*Cautions, reprimands and warnings prior to 7 April 2007 should not be included.

|  |  |
| --- | --- |
| **Question relating to Qualified Teaching Status.**  Do you hold qualified teacher status?  **If yes please answer the following question**  Are you prohibited from teaching by the National College for Teaching and Learning? | **Yes / No**  **Yes / No** |

|  |  |
| --- | --- |
| **Questions relating to ALL others who live or work in the same household**:  \*Has anyone in your household been cautioned, reprimanded, given a warning or convicted of any offences against a child?  \*Has anyone in your household been cautioned, reprimanded, given a warning or convicted of any violent or sexual offences against an adult?  Has anyone living or working in your household been barred from working with children by the Disclosure and Barring Service?  Does anyone in your household have children that have been taken into care?  Does anyone in your household have children that have been the subject of a child protection order?  Has anyone in your household had a court order made in respect of a child in their care?  Has anyone living in your household been refused registration or had registration cancelled in relation to childcare or a children’s home or have they been disqualified from private fostering? | **Yes / No**  **Yes / No**  **Yes / No**  **Yes / No**  **Yes / No**  **Yes / No**  **Yes / No** |

\*Cautions, reprimands and warnings prior to 7 April 2007 should not be included.

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

I have answered **Yes** to one or more of the questions above because…………………………

…………………………………………………………………………………………………………...

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

I understand my responsibility to safeguard children and am aware that I must notify the Headteacher of anything that may affect my suitability or that of anyone living in my household.

I give permission for you to contact any previous settings, local authority, the police or the DBS to share information about my suitability to care for children.

I will ensure I notify the Headteacher immediately if the answers I have provided to the questions above change at any time. I understand that failure to notify will be a serious matter, considered as gross misconduct under the Disciplinary policy and could result in summary dismissal.

Signed: ………………………………………… Date: ………………………………..

**To be completed by the Headteacher:**

I have reviewed the answers provided above and no further action is required.

Signed: ……………………………………… Date: …………………………………

**Or:**

I have reviewed the answers provided above and the following action has been taken (continue on additional sheet as required):

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

Signed ………………………….…………… Date: …………………………………