**CONFIDENTIAL**

# REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES Application Form.

If you are invited for interview, please bring this form with you to the interview in a separate, sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 - Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless they are a "protected" convictions/cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

**This means that you must disclose all spent and unspent convictions on this form other than those which are so "protected". This may include driving offences but will not include youth cautions, reprimands or warnings. Please note that the rules on multiple convictions were changed in November 2020. If you are unsure about whether or not your conviction requires disclosure please review the Ministry of Justice guidance on the filtering of "protected" convictions and cautions which can be accessed on the Ministry of Justice website.**


THE CATHOLIC EDUCATION SERVICE ©

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any disclosable criminal convictions and a referral to the Police may be made.

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.**

**Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

No: ☐ Yes: ☐

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

No: ☐ Yes: ☐

If you have answered yes to the question above, please set out the following details below:

- Date of each conviction / pending hearing / reprimand / warning;
- The offence;
- The sentence; and
- The Police Force / Court involved.

**Declaration:** I hereby certify that the information given above is true and accurate: ☐

SIGNATURE :

DATE :

## Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form.

**Important information regarding your consent**

1. We are St Gregory's Catholic School, Reynolds Lane, Tunbridge Wells, Kent, TN4 9XL. We are part of the Multi Academy Trust known as Kent Catholic Schools Partnership. The data controller is Kent Catholic Schools Partnership.

2. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED/Estyn and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with Diocese of Southwark, the Academy's Trustees, the Local Authority, the Department of Education and the Catholic Education Service with whom we may be required to share the information you have provided on this form.

3. The person responsible for data protection within our organisation is Michelle Boniface and you can contact them with any questions relating to our handling of your data. You can contact them by emailing DPO@kcsp.org.uk.

4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centered environment.

5. We require you to complete this form regarding criminal records disclosure as the information is needed in order to assist us in complying with our legal obligation to safeguard and protect children from harm.

6. If your application is successful and you have disclosed criminal records information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School's data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED/Estyn and/or the LADO and any other appropriate third party.[1]

7. If you are unsuccessful and you have disclosed criminal records information which could disqualify you from working with children/in a child centred environment, we shall share

[1] See paragraph 2.

the information you have provided on this form with OFSTED/Estyn and/or the LADO and any other appropriate third party.[2]

8. If you are unsuccessful and you have not disclosed criminal records information on this form, this form shall be destroyed after a maximum period of 6 months.

9. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this form.

10. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.

11. If you fail to complete this form, we may not be able to comply with our legal duty to safeguard children. This means that we may not therefore continue to process your employment application or offer you a position within our organisation.

12. To read about your individual rights you can refer to our fair processing notice and data protection policies.

13. To complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by emailing DPO@kcsp.org.uk. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at www.ico.org.uk.

**Request for your consent**

Please ensure that you read paragraphs 1-13 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-13 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: ☐
- I agree to my personal data being shared as stated in paragraphs 2, 6 and 7 above: Yes ☐ No ☐

[2] Ibid