



Learning Today, Leading Tomorrow

Bishops Down Primary School

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Headteacher: Mrs C Owen

January 2017

Dear Colleagues and Volunteers

**Re: Safeguarding Requirements**

As you will be aware, everyone working within the education service shares an objective to help keep children and young people safe. It is because of our close day to day contact with children that, "education staff have a crucial role to play in helping identify welfare concerns and indicators of possible abuse and neglect at an early stage." (Working Together to Safeguard Children – March 2015).

Our school is fully committed and dedicated to ensure that we have appropriate systems securely in place which adhere to regulations and guidance, promote safe practice, identify and address potential risks, challenges poor and unsafe practice, and prevents unsuitable people from working with children. During our induction training and annual CPD on Safeguarding, E-Safety and Child Protection, we routinely make explicit reference to a number of key documents and highlight any changes in guidance, regulations, procedures and responsibilities.

The Department for Education's guidance to *Keeping Children Safe in Education September 2016* regarding disqualification states that the requirements stipulated in The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 extend to the Early Years Foundation Stage in both the Maintained and Private, Voluntary & Independent (PVI) Sectors.

**In summary, the regulations mean an individual 'providing early years childcare or later years childcare to children who have not attained the age of eight' may be disqualified as a result of an act for which they are directly responsible for example, committing a specified crime. Additionally, they may also be 'disqualified by association' as a result of living in the same household as someone who would themselves be disqualified.**

Individuals who are disqualified are not permitted to continue to work in early or later years provision, including school nursery and reception classes, although they can apply to Ofsted for a waiver. In addition, the supplementary advice states that:

*"Schools should ask existing employees working in these settings and those who are directly concerned in the management of such provision to provide the relevant information not only about themselves but also about a person who lives or works in the same household as them."*

I am, therefore, asking all staff to complete the declaration below and return this to the school office marked confidential.

This declaration will need to be completed annually. If your personal circumstances change, please inform the Headteacher immediately. If you are unable to complete this declaration with confidence and/or need to disclose information about a member of your household please contact the Headteacher immediately. Any concerns or information will be dealt with in complete confidence. Any declarations not returned will be followed up by the Headteacher.

Yours sincerely,

**Clare Owen**  
Headteacher

**Staff suitability declaration**

This form is to be completed by all new staff before commencement of employment and all by all staff and volunteers on an annual basis in January.

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

Post: \_\_\_\_\_

I confirm that I have read the School’s Safeguarding Policy on the school website and the Working together to Safeguard Children and Keeping Children Safe in Education documents issued by HM Government. Hard copies of these can also be found in the staff room or have been emailed to you.

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

Please answer the questions set out below and sign the declaration to confirm that you are safe to work with and care for children. If there are any parts of the declaration that you are not able to meet, you should disclose this immediately to the head teacher.

Please circle yes or no against each bullet point below:

<p><b>Questions relating to you:</b></p> <p>Are you <i>disqualified for caring for children</i>?</p> <ul style="list-style-type: none"><li>• Have you been cautioned or convicted of any offences against a child?</li><li>• Have you been cautioned or convicted of any violent or sexual offences against an adult?</li><li>• Have you been barred from working with children by the Disclosure and Barring Service (the DBS, this used to be known as the CRB)?</li><li>• If you have children, have your children, at any time, been taken into care?</li><li>• Have your children been, at any time, the subject of a child protection order?</li><li>• Has a court order been made, at any time, in respect of a child under your care?</li><li>• Have you ever been refused registration or had registration cancelled in relation to childcare or a children’s home or have you ever been disqualified from private fostering?</li></ul>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO or N/A</p> <p>YES/NO or N/A</p> <p>YES/NO</p> <p>YES/NO</p>
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**Questions relating to ALL others in your household ('household' means anyone residing permanently or temporarily with you at the time of signing this declaration):**

Is anyone living in your household *disqualified for caring for children*?

- |   |        |
|---|--------|
| • Has anyone living in your household been cautioned or convicted of offences against a child?  | YES/NO |
| • Has anyone living in your household been cautioned or convicted of violent or sexual offences against an adult?   | YES/NO |
| • Has anyone living in your household been barred from working with children by the Disclosure and Barring Service (DBS)?   | YES/NO |
| • Does anyone living in your household have children that have been taken into care?  | YES/NO |
| • Has anyone living in your household been the subject of a child protection order?   | YES/NO |
| • Has anyone living in your household had a court order made in respect of a child in their care?   | YES/NO |
| • Has anyone living in your household been refused registration or had registration cancelled in relation to childcare or a children's home or has anyone been disqualified from private fostering? | YES/NO |

**If you have answered YES to any of the questions above, please provide further written information.**

I understand my responsibility to safeguard children and am aware that I am required to notify the head teacher of anything that may affect my suitability or that of anyone currently living in my household. I will ensure that I notify the head teacher immediately of any changes to my situation or that of anyone living in my household.

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

**I will provide further written information: Yes/No**

Signed.....

Date.....

Name in block capitals:.....