**SAFEGUARDING AND CHILD PROTECTION :**

**PERSONAL AND CAREER INFORMATION RECORD**

**(SELF EMPLOYED PERSONS)**

**NAME:**

**SCHOOL:**

**ROLE:**

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Dulwich Prep London is committed to safeguarding and promoting the welfare of its students. In order to achieve this, in accordance with its statutory and other obligations, it collects certain information from adults working in its schools, whether or not they are employees.

Information provided on this form is used for safeguarding purposes and will be treated as confidential by the Dulwich Prep London. We collect and use this information in accordance with our Privacy Notice, which is available on the DPL website.

The completion of this form is not an application for work or employment and is not evidence that work or employment has been offered or made.

Note that it is an offence to apply for a role involving contact with children if you are barred from engaging in regulated activity relevant to children.

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| **1. PERSONAL DETAILS** | |
| Surname: | First Names: |
| Title: MR/MRS/MISS/MS/DR | Preferred name: |
| Any former names: | Date of birth: |
| Home address: | Address for correspondence (if different): |
|  |  |
|  |  |
|  |  |
| Post code: | Post code: |
| Tel no: (day) | Email: |
| (eve) | National Insurance no: |
| (mob) |  |

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| **2. EDUCATION AND QUALIFICATIONS** | | | |
| School/College/University | Dates attended | Qualifications obtained/Examinations passed | Date of award |

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| **3. EMPLOYMENT / SELF EMPLOYMENT HISTORY including voluntary work** | | | |
| Provide a full employment history in chronological order (most recent first) to include: periods of work in the UK and abroad; education/training; voluntary work; travel; career breaks; and any periods not in employment or education.  (please account for any gaps in employment / self employment)  Continue on separate sheet if required | Dates  MM/YY | Role or position held and brief description of duties | Reason for leaving |

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| **4. ADDITIONAL INFORMATION** | |
| Do you have a current clean driving licence (applicable only if duties involve driving) YES/NO | |
| Anything you wish to tell us about your personal circumstances, including any special needs: | |
| **5. ONLINE PROFILE REFERENCES** | |
| Schools are asked to carry out online searches to access suitability to work in a school. Please therefore provide the following information:   * the social media platforms on which you have accounts * the account names / handles for all your social media accounts, including under a nickname or pseudonym * any other publicly available online information about you of which the School should be made aware   You’re not required to provide account passwords or grant the School access to private social media accounts. | |
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| **6. REFERENCES** | |
| Please give the names of two people who can comment on your suitability for your role. One should be your current or last employer or organisation at which you were self-employed. If you do not currently work with children, a reference will be required from your most recent role involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. Open references provided by you will also not be accepted. | |
| Name: | Name:  |
| Address: | Address: |
|  |  |
|  |  |
| Tel no: | Tel no: |
| Email: | Email: |
| Relationship: | Relationship: |
| **7. SIGNATURE** | |
| I confirm that the above information is true and accurate.  I confirm that there are no reasons on the grounds of mental or physical health why I should not be able to discharge the responsibilities involved in my engagement by Dulwich Prep London as a self-employed person.  I declare that I am not disqualified from work with children, or subject to sanctions imposed by a regulatory body, and either have no convictions, cautions, or bind-overs, or have attached details in a sealed envelope marked confidential (see attached notes and declaration on disclosure of criminal background). I understand that, in order to be engaged by Dulwich Prep London, I will be required to provide a DBS Disclosure at Enhanced level, including a Children’s Barred List check. | |
| Signed: | Date: |

**DECLARATION OF CRIMINAL AND OTHER RELEVANT BACKGROUND INFORMATION FOR THOSE GIVEN THE OPPORTUNITY TO HAVE CONTACT WITH CHILDREN**

**(SELF EMPLOYED PERSONS)**

Your role involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All school personnel, including those who act as regular volunteers, coaches, instructors or who undertake similar activities are subject to an enhanced criminal record check and Children’s Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before they take up their role. This DBS check will include details of adult cautions as well as convictions, and "spent" convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. Protected convictions and cautions are those that do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether or not a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Additionally, if you are currently working or have previously worked with children in an educational environment, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be “time expired”, and whether you have been the subject of any child protection concerns.

In order to declare information relevant to your suitability to work with children in advance, please fill out the form below. The form should be sent under confidential cover to HR. We guarantee that this information will only be seen by those who need to see it as part of the engagement process and that it will be kept confidential and as required by Dulwich Prep London’s Privacy Policy.

Any disclosure that you make will not automatically prevent you from being engaged unless Dulwich Prep London considers that the information provided renders you unsuitable for the role for which you are being considered. In making this decision, consideration will be given to the nature of the information, its relevance to the nature of your engagement, how long ago any incident occurred, the age you were at the time and any other factors that may be relevant.

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on **0300 123 1999** or **helpline@nacro.org.uk**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

Providing false information could result in your application being rejected, or summary termination of your contract or arrangement with Dulwich Prep London if you have been engaged, and possible referral to the police.

**SAFEGUARDING DECLARATION**

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| **Name of candidate:** |  |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? | Yes ❒ No ❒ |
| If yes, please provide further information including dates: | |
| Have you ever been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children? | Yes ❒ No ❒ |
| If yes, please provide further information and provide details of the outcome: | |
| Have you ever been the subject of disciplinary warnings or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? | Yes ❒ No ❒ |
| If yes, please provide further information including dates: | |
| *[If engaging in a teaching role or teaching work]* are you prohibited from teaching? | Yes ❒ No ❒ N/A ❒ |
| *[If engagement is for a management position]* are you prohibited from taking part in the management of an independent school? | Yes ❒ No ❒ N/A ❒ |
| Are you on the Children’s Barred List? | Yes ❒ No ❒ |
| Do you have any unspent convictions or conditional cautions?  Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales. | Yes ❒ No ❒  Yes ❒ No ❒ |
| If yes, please provide further information including dates: | |
| Do you have any overseas convictions? | Yes ❒ No ❒ |
| If yes, please provide further information including dates: | |
| **Confirmation of declaration:** I agree that the information provided here may be processed in connection with engagement processes and I understand that an offer of engagement may be withdrawn if relevant information is not disclosed by me and subsequently comes to the organisation’s attention. | |
| **Signature:** |  |
| **Print name:** |  |
| **Date:** |  |