**NAME OF SETTING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff declaration in relation to childcare disqualification.**

This form is to be completed by all new staff who are to be employed in a 'relevant setting' before commencement of employment.

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Post**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the questions set out below and sign the declaration overleaf 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 Manager or Designated Lead Practitioner.

This information will be used to ensure that the setting is not employing any staff who are disqualified under the Childcare (Disqualification) Regulations 2018.

NB Protected cautions/convictions (ie those removed from police records) do not need to be disclosed.

Please circle yes or no against each question below:

|  |  |
| --- | --- |
| * Are you disqualified from caring for children?
 | YES/NO |
| * Have you ever been cautioned or convicted of any offences against a child?
 | YES/NO |
| * Have you ever been cautioned or convicted of any violent or sexual offences against an adult?
 | YES/NO |
| * Have you been barred from working with children by the Disclosure and Barring Service (the DBS - this used to be known as the ISA)?
 | YES/NO |
| * If you have children, have your children, or children living within your household, at any time, been taken into care?
 | YES/NO or N/A |
| * Has a court order been made, at any time, in respect of a child under your care?
 | YES/NO |
| * 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?
 | YES/NO |
| * Have you been found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom?
 | YES/NO |

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

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I understand my responsibility to safeguard children and am aware that I am required to notify the Manager or Designated Lead Practitioner of anything that may affect my suitability.

I will ensure that I notify the Manager or Designated Lead Practitioner immediately of any changes to my situation.

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 certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I may be suspended from duty and may be liable to summary dismissal with possible referral to the police.

I give permission for the setting to retain this declaration on my personal file.

**Signed (Staff member)** …………………………………………………………………………

**Date** …………………………………………………………………………

**Name in block capitals** …………………………………………………………………………

**Signed (Manager or Designated Lead Practitioner)** …………………………………………………………………………

**Date** …………………………………………………………………………

**Name in block capitals** …………………………………………………………………………

***For the attention of the Manager or Designated Lead Practitioner***

*Please record any action taken where the staff member has indicated 'YES' in answer to one or more of the questions above.*

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