**ANNUAL STAFF CONFIRMATION**

Name:…………………………………………………………………….

Role:…………………………………………………………………….

Following the INSET session on ……………………………………. [date], I can confirm that:

1. I fully understood all aspects of the safeguarding training;
2. I have read and fully understand Part 1 of Keeping Children Safe in Education (September 2022);
3. I have read and fully understand all aspects of the Guidance for Safer Working Practice Document;
4. I have read and fully understand all aspects of the School Code of Conduct;

In relation to the above, I understand how they impact on my role in school.

I can also confirm that there has been no change to my circumstances in respect of my DBS/CRB record and I will notify the School if that situation changes. I fully understand the implications of failing to keep the School informed of changes to my DBS/CRB status, as outlined in paragraph (xi) of 'Professional Conduct' and paragraph (iii) of 'Personal conduct' of the School's Code of Conduct.

**The following is to be completed only by those staff/volunteers who are working in/might be required to work in or are involved in the management of a 'relevant setting.' (Please see definition overleaf)\*\***

**Please strike through this paragraph if you are not involved in the management of or you do not work/volunteer in a 'relevant setting' and are unlikely to be required to do so.**

In addition, on ………………………………….. [date], I completed a declaration form in relation to childcare disqualification. I can confirm that there has been no change to my circumstances that would require the responses that I provided within the declaration form to be amended. I fully understand the implications of failing to keep the School informed of any circumstances that would change the responses I provided within this declaration form to be amended.

Signed: …………………………………………………………………….

Date: ………………………………………………..

**\*\* Relevant settings**

1. Staff/volunteers who work in early years' provision, providing care for a child up to and including reception age i.e. from birth until 1 September following a child's fifth birthday. This includes education in school nursery and reception classes and/or any supervised activity (e.g. breakfast clubs, lunchtime supervision and after school care provided by the School) both during and outside of school hours.
2. Staff/volunteers working in later years' provision provided by the School for children who are above reception age but who have not attained the age of 8. This includes before school settings, such as breakfast clubs, and after school provision but not education or supervised activities during school hours (including extended school hours for co-curricular learning activities such as the school's choir or sports teams).
3. Staff/volunteers who are directly concerned with the management of such early or later years provision, whether supervised or not. This includes the Headteacher, and may also include other members of the School's Leadership Team, and any manager, supervisor, leader or volunteer (including Governors) responsible for the day-to-day management of the provision.