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 it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) 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 any driving offences. Guidance on the filtering of "protected" convictions and cautions can be accessed on the Disclosure and Barring Service website.

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 criminal convictions and a referral to the Police may be made.

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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:

Please check the appropriate box to indicate whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

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 :

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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 Edmund Arrowsmith Catholic High School, Rookery Avenue, Ashton-in-Makerfield, Wigan, WN4 9PF. We are a Voluntary Aided School. We are the "data controller", which means that we are responsible for deciding how we hold and use personal information.

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 the Archdiocese of Liverpool 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 Mrs S Chapman, School Business Manager and Data Protection Lea and you can contact them with any questions relating to our handling of your data. You can contact them by emailing the school, office@arrowsmith.wigan.sch.uk or by telephone on (01942) 728651. We have appointed an external Data Protection Officer to oversee compliance with Data Protection. Their details are: Data Protection Officer - Craig Stilwell, Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE, Email: dataservices@judicium.com.

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 centred 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 the

[1] See paragraph 2.

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 Mrs S Chapman, School Business Manager, St Edmund Arrowsmith Catholic High School, Rookery Avenue, Ashton in Makerfield, Wigan, WN4 9PF. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's 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 have any objection to our collecting and processing your personal information as described in paragraphs 1-13 above ☐
- I agree to my personal data being shared as stated in paragraphs 2, 6 and 7 above: Yes ☐ No ☐

[2] Ibid