

SAFEGUARDING FORM **(CONTRACTORS/FREELANCE WORKER)**

Please read the Academy's Safer Recruitment Policy and Contractors Policy prior to completing the form.

The purpose of the form is to satisfy the Keeping Children Safe in Education (KCSIE) requirement for the School to gain a comprehensive work history and references for those contractors, casual or freelance staff in unsupervised and/or regulated activity (as set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012).

Service provided to the School:	
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Section 1: Personal details					
Title: Dr/Mr/Mrs/Miss/Ms	Forenames:	Surname:			
Preferred name:		Date of birth:			
Previous names:					
Address:		<u>Telephone number(s)</u> Home: Work: Mobile: Email address:			
Do you have the right to work in the UK? <i>If not a UK passport holder, please provide details of your right to work in the UK:</i>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 2: Education				
<i>Please start with most recent, including all Secondary Schools and Universities attended and details of all post 16 qualifications (full and part-time).</i>				
<u>Name of school / college / university</u>	<u>Dates of attendance</u>	<u>Examinations</u>		
		<u>Subject</u>	<u>Result</u>	<u>Date</u>

Section 2: Education

Please start with most recent, including all Secondary Schools and Universities attended and details of all post 16 qualifications (full and part-time).

	From:							
	dd / mm / yy							
	To:							
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Section 3: Current / Most Recent Employment

Current / most recent employer / client:			
Current / most recent employer's / client's address:			
Current / most recent job title:			
Brief description of responsibilities:			
Date started:		Date employment ended (if applicable):	Salary / day rate:

Section 4: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary.

<u>Dates of employment</u>	<u>Name and address of employer</u>	<u>Position held and / or duties</u>	<u>Reason for leaving</u>			
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Section 5: Gaps in your employment

As part of our Safer Recruitment Procedures, you are required to account for any gaps in your education or employment history. Please give details and dates (in chronological order) of any gap, clarifying how this time was spent e.g. looking after children, sabbatical year etc.

<u>Dates of gap</u>			<u>Reason for gap (e.g. caring for children, travelling)</u>
From:			
dd / mm / yy			
To:			
dd / mm / yy			
From:			
dd / mm / yy			
To:			
dd / mm / yy			

Section 6: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer or client. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas, the School may take up references from your overseas employers. The School will also telephone your referees in order to verify the reference they have provided.

Referee 1

Name:

Organisation:

Email Address (work/professional only):

Referee 2

Name:

Organisation:

Email Address (work/professional only):

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Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:

Section 7: Overseas Police Checks

On receipt of your safeguarding form, we will assess whether it will be necessary for you to obtain an overseas criminal record check if you were born, have lived or are living overseas. In order for us to assess this, please detail below the country in which you were born, and countries in which you have lived (if not the UK). **If you have never lived outside of the UK, please just fill in "Country of birth", and leave the rest of the section blank.**

On receipt of your safeguarding form, we will advise you which overseas checks will be required. Not all countries will provide overseas criminal checks; in these cases, it may be necessary for the School to obtain additional references from these countries to assess an applicant's suitability for a post.

Country of birth:

<u>Country</u>	<u>Date (from)</u> mm / yy	<u>Date (to)</u> mm / yy	<u>Referee information for country</u>
1.			
2.			
3.			

Section 8: Disclosure and Barring Service checks, criminal record and Children's Barred List

Please be aware that the Academy applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The service you will be providing to the Academy meets the legal definition of regulated activity with children and you will be required to complete a DBS Disclosure Application Form. Providing a paid service to the Academy is conditional upon the Academy being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The Academy will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the Academy to engage anyone to provide a service and to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Section 10 of this Form therefore asks you to confirm whether you are barred from working with children.**

The service you will be providing is also exempt from the Rehabilitation of Offenders Act 1974 and the Academy is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. You will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules**

Having a criminal record will not necessarily prevent you from providing a service to the Academy. Instead, the Academy will assess each case on its merits and with reference to the Academy's objective assessment criteria set out in the Academy's Safer Recruitment Policy.

Section 9: Recruitment and use of information

It is the Academy's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, self-employed contractors and volunteers to share this commitment.

A copy of the Academy's Safer Recruitment Policy (which includes the School's Policy on the recruitment of ex-offenders), and the School's Safeguarding and Child protection policy, are available to download from the Academy's website. Please take the time to read them.

The Academy will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your engagement with the Academy. Please see our Data Protection Policy for information on how long we keep your personal data; this can be found on our website.

How we use your information

Information on how the School uses personal data is set out in the School's Privacy Notice

Section 10: Declaration

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
- I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work').
- I confirm that I am not prohibited from being involved in the management of an independent school (do not tick this box if the role for which you are applying is not a management role).
- I confirm that the information I have given on this safeguarding form is true and correct to the best of my knowledge
- I understand that providing false information is an offence which could result in my application to provide a paid service to the Academy being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence

Signed:

Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Please return the completed safeguarding form with your application form.