

## **CHILDCARE DISQUALIFICATION STAFF & VOLUNTEER DECLARATION FORM**

**Please read the information contained in Part 1 before completing Part 2 of this form**

### **Part 1 – Information for staff**

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2018 apply to nursery schools, primary schools (including infant/junior schools) or secondary schools where there is:

- provision of early years childcare (children aged 0-5), including school nursery and reception classes;
- provision of later years childcare (children who have not attained the age of 8), including before school settings, such as breakfast clubs, after school provision, and holiday clubs.

All staff and volunteers who work in the above settings, including staff who are directly concerned in the management of such early or later years provision, are required to complete and sign Part 2 of this Declaration regarding their suitability to work with children in these settings.

You may be disqualified if:

- you are on the Disclosure & Barring Service Children's Barred List
- you have been found to have committed certain violent and sexual criminal offences against children (or adults);
- there are grounds relating to your care of children including where an order is made in respect of a child under your care;
- you have had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering;
- you have been found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2018 Regulations if it had been done in any part of the United Kingdom.

Individuals who are disqualified are not permitted to continue to work in early or later years provision or be directly concerned in the management of that provision. They can, however, usually apply to Ofsted for a waiver of disqualification – details of how to apply for a waiver are included in the DfE statutory guidance 'Disqualification under the Childcare Act 2006'. This guidance also provides guidance about the circumstances that will disqualify an individual from working with young children.

**Please read the statutory guidance before completing Part 2:**

[www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

### **Part 2 – Declaration – to be completed and signed by member of staff or volunteer**

I understand that completion of this Declaration forms part of the pre-employment checking process on appointment and for my on-going work at the school.

I understand that should I believe that my situation has changed at any time, and that I may be disqualified from working in the setting, I must inform the Headteacher immediately.

I understand that this Declaration will be used only for the purposes stated and that it will be treated and stored confidentially in accordance with the General Data Protection Regulations (GDPR) 2016 and the Data Protection Act 2018.

**Privacy Notice**  
 The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

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**My full name:**

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**My job title:**

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**Service provision in which I work / will be working:**  
 e.g: in a classroom, breakfast club, after-school club, nursery

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<b>DECLARATION:</b>	(circle as appropriate)
1. I have read Part 1 of this Declaration and the DfE statutory guidance 'Disqualification under the Childcare Act 2006'	YES / NO
2. Are you disqualified from working in a relevant childcare setting as outlined in part 1 above and the statutory guidance?	YES / NO

If you believe you may be disqualified by any of the criteria above, please provide further information below:

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I confirm that the information I have given in this Declaration is true and accurate.

Signed: ..... Date .....