

## **VOLUNTEER SAFEGUARDING SELF-DECLARATION FORM**

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

### **Part 1 – Information for volunteers**

*This form is to be completed by new volunteers (and those who have been unable to volunteer due to COVID-19 restrictions) before re/commencement of their volunteering and on an annual basis at the commencement of each subsequent autumn term thereafter; also if there are any changes to personal circumstances, connected to the questions asked in Part 2 of this form.*

The Trust must ensure that they are not knowingly allowing a person who is disqualified under the [2018 Regulations](#) in connection with relevant childcare provision. In gathering information to make these decisions the Trust will ensure that we act proportionately and minimise wherever possible the intrusion into the private lives of staff.

The criteria for disqualification under the 2006 Act and the 2018 Regulations include those set out in the list below:

- inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List;
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 Regulations;
- refusal or cancellation of registration relating to childcare, or children’s homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 Regulations;
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification

Under the legislation a person is disqualified if they are ‘found to have committed’ an offence which is included in the 2018 Regulations (a ‘relevant offence’) this includes:

- being convicted of a relevant offence;
- on or after 6 April 2007, being given a caution for a relevant offence;
- on or after 8 April 2013, given a youth caution for a relevant offence

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, apply to Ofsted for a waiver of disqualification – details of how to apply for a waiver are included below. If you think you may be disqualified, you can email Ofsted at [disqualification@ofsted.gov.uk](mailto:disqualification@ofsted.gov.uk) or telephone on 01325 340 40 and they may be able to tell you immediately if you are disqualified – if not they may send you a [form](#) to fill in asking you for more information to allow them to decide.

The DfE statutory guidance ‘*Disqualification under the Childcare Act 2006*’ provides details of and guidance about the circumstances that will disqualify an individual from working in schools.

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

<https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>

<b>Part 2 – Volunteer Declaration – to be completed and signed by the volunteer</b>	
<p>I understand that completion of this Declaration, forms a significant element of my volunteer role within the School. Failure to disclose matters of relevance will result in a referral to the Local Authority Designated Officer.</p> <p>I understand that should I believe that my situation has changed at any time, (in that I may be disqualified), I must inform the Headteacher immediately.</p> <p>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 Data Protection Act 2018.</p>	
<b>Name of Academy:</b>	
<b>Service provision in which I work / will be working:</b>	
<p><b>As a volunteer, I could visit all areas of the academy at any time, including <span style="background-color: yellow;">nursery, early years, breakfast, after school, holiday club.</span></b></p>	
<b>My role:</b>	
<b>My full name:</b>	
<b>My date of birth:</b>	
<p>I have read, '<a href="#"><u>Disqualification under the Childcare Act 2006</u></a>' and confirm: (please circle as appropriate)</p>	
<p><b>- Are you disqualified?</b> You will be disqualified if <u>any</u> of the following apply:</p> <ul style="list-style-type: none"> <li>inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;</li> <li>being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);</li> <li>certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 Regulations;</li> <li>refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 Regulations;</li> <li>being found to have committed an offence overseas, which would constitute an offence regarding disqualification</li> </ul> <p style="font-size: small; margin-top: 10px;"><i>*NB - you do not need to provide details about any convictions that are not relevant to the childcare disqualification legislation</i></p>	<p><b>YES / NO</b></p>
<b>If you have answered <u>YES</u>, please provide further information below:</b>	

<p><b>Since 1<sup>st</sup> March 2020, have you committed or are you currently under investigation for, a potentially criminal offence?</b></p>	<p><b>YES / NO</b></p>
<p><b>If you have answered <u>YES</u>, please provide further information below:</b></p>	
<p>I understand my responsibility to safeguard children and am aware that I must notify the Headteacher of anything that may affect my suitability to volunteer with children. I will ensure I notify the Headteacher immediately of any changes to my situation in this regard.</p> <p><b>Signed:</b> .....      <b>Date</b> .....</p> <p><b>Print name in block capitals:</b> .....</p>	

Headteacher (signature) .....

Date.....

*Headteacher – please record follow-on action taken, where relevant*

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Signed.....

Date action taken.....

Headteacher (please delete as applicable)

The Headteacher should retain the original copy of this form securely in the academy.

It may be requested by the Trust as the responsible body at any time, as part of undertaking safeguarding checks.