

Declaration Form

Please return this form, with your completed application form, by email to clerk@westst.org.uk

If we do not receive it, we reserve the right to withdraw you from this process.

Post Applied For: Hub Advisory Board Member	Date:
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Surname:	Forename(s):
Previous name(s) (if any):	Preferred title:
National Insurance No:	Date of birth:

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all volunteers and staff to share this commitment.

Elements of the declaration are to enable us to engage with you on a basis of transparency and integrity, as per the Trust values. Please be assured that a disclosure of information may not result in an automatic removal from the process but will enable us to explore with you your suitability for this role.

1. Disclosure and Barring Service

This post is exempt from the Rehabilitation of Offenders Act 1974; pre-engagement checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. You are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to fulfil this role. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999

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Unlock – <http://hub.unlock.org.uk/contact/> or phone 01634 247350 text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here
3. Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable
If yes, please provide details here
4. Have you lived or worked outside the UK for more than 6 months in the last 5 years? Yes / No
If yes, please provide details here
5. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No
If yes, please provide details here

2. Governance

	YES / NO
FAILURE TO ATTEND MEETINGS/DISQUALIFICATION	
Have you ever been disqualified as a School Governor for failing to attend governing board meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing board?	
Have you ever been disqualified as a School Governor at any other school?	
BANKRUPTCY	
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?	

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Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim debt relief restriction order?	
DISQUALIFICATION OF COMPANY DIRECTORS	
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?	
DISQUALIFICATION OF CHARITY TRUSTEES	
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement?	
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?	
PROHIBITED OR RESTRICTED EMPLOYMENT	
Are you included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children or young people)?	
Are you subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?	
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?	
Are you disqualified from working with children or disqualified from registration for child minding or providing day care?	
Are you disqualified from being an independent school proprietor, teacher or employer?	
CRIMINAL CONVICTIONS	
Have you, in the five years prior to becoming a Local Governor, or since becoming a Local Governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?	

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Have you, in the twenty years prior to becoming a Local Governor, received a prison sentence of two and a half years or more?	
Have you, at any time, received a prison sentence of five years or more?	
Have you been fined, in the five years prior to becoming a Local Governor or since becoming a Local Governor, for causing a nuisance or disturbance on school or education premises?	
SCHOOL EMPLOYMENT- Parent Local Governors only	
Are you employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?	

3. Valuing Diversity

Please complete the monitoring form that follows on the next page.

Westcountry Schools Trust welcomes and encourages applications regardless of a protected characteristic.

To make valuing diversity work we need to monitor the effectiveness of our policies. This is why we ask you to please complete the attached form.

The form is not part of our selection process and will be separated from your application form.

Guidance Notes on Disability

Under the Equality Act 2010 you are considered to have a disability if you have '*a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities*'.

People who have had disabilities in the past are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered by the Act from the point of diagnosis.

Physical and mental impairments include sensory impairments, such as those affecting sight or hearing, learning disabilities, and mental illness if it has a substantial effect on normal day to day activity.

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Substantial adverse effect is more than a minor or trivial effect and goes beyond the normal differences between people. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

Long term effect is one which has lasted, or is likely to last, 12 months or more.

Normal day to day activities are those which are carried out by most people on a fairly regular and frequent basis. An impairment has a substantial adverse effect if it affects:

- Mobility
- Ability to lift, carry or otherwise move everyday objects
- Manual dexterity
- Speech, hearing or eyesight (excluding those who wear glasses/contact lenses)
- Physical co-ordination
- Continence
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger.

Anyone who is certified as blind or partially sighted by a consultant ophthalmologist, or who is registered as such by a Local Authority, is deemed to be disabled within the meaning of the Equality Act 2010.

Further details are available from the Equality and Human Rights Commission at www.equalityhumanrights.com, Phone: 0808 800 0082 or Textphone: 0808 800 0084

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1. GENDER: Male Female

2. AGE: 16-24 25-29 30-34 35-39 40-44
45-49 50-54 55-59 60-64 65+

3. ETHNIC GROUP:

To which of these groups do you consider that you belong? (tick appropriate box)

Asian or Asian British

Indian
Pakistani
Bangladeshi
Any Other Asian Background

Mixed

White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background

Black or Black British

Caribbean
African
Any Other Black Background

White

British
Irish
Any other White background

Chinese or Other Ethnic Group

Chinese
Any Other

If you have answered 'any other' in any group please specify:

4. DISABILITY

Do you consider yourself to have a disability? Yes No
(Please see guidance on the previous page)

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4. Disclosure Authorisation

Please complete the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will volunteer in a school/education setting.

I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signature:	
Name:	
Date:	

DATA PROTECTION ACT 2018 & GDPR.

INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE WESTCOUNTRY SCHOOLS TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY WESTCOUNTRY SCHOOLS TRUST.

THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL REQUIREMENT TO DO SO.

INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

FURTHER INFORMATION ON HOW WESTCOUNTRY SCHOOLS TRUST PROCESS YOUR PERSONAL DATA, INCLUDING PRIVACY NOTICES, CAN BE FOUND ON THE GDPR PAGE OF OUR [WEBSITE](#).

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