



Spring Grove School

DISCLOSURE OF CRIMINAL CONVICTIONS (SPENT AND UNSPENT)

Notes of guidance and disclosure form

1. It is the Spring Grove School's policy to require all applicants to disclose any previous 'unspent' criminal convictions. In addition you are required to disclose any cautions which have not expired or any pending prosecutions.
2. In addition, as the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and 1986 you are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, cautions and any pending prosecutions against you.
3. The information you provide (by completing the attached form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
4. Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be appointed; a person's suitability will be looked at as a whole in the light of all the information available. A main consideration will be whether the offence is one which would make a person unsuitable to work in a capacity which provides the opportunity for access to children or young persons.
5. A conviction includes:
 - (a) a sentence of imprisonment, youth custody or borstal training;
 - (b) an absolute discharge, conditional discharge, bind over;
 - (c) a fit person order, a supervision or care order, a probation order or an approved school order arising from a criminal conviction;
 - (d) simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
 - (e) detention by direction of the Home Secretary;
 - (f) detention centre, remand home or attendance centre orders;
 - (g) a suspended sentence;
 - (h) a fine or any other sentence not mentioned above.
6. As the post you are applying for falls within the category for which a police check is required, if you are selected for appointment and are not presently employed by Spring Grove School in a capacity which provides the opportunity for substantial unsupervised access to children or young persons, you will be asked to give your consent for a police check to be undertaken to establish whether you have been convicted of any criminal offence or have any pending prosecutions.

A police check will not be made without your consent, although you should be aware that refusal to give consent to a police check could prevent your appointment. Any information provided by the police will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the police check.

7. Failure to disclose convictions, cautions and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by Spring Grove School.
8. Please complete the attached form and return it with your application form.



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Disclosure form

Please read carefully the accompanying notes and then enter any convictions and cautions below:

Please enter NONE if applicable

Offence	Date of conviction/ caution	Sentence

Please list below details of any pending prosecutions

Please enter NONE if applicable

Court to which summoned	Appearance date	Alleged offence

I certify that:

- (i) I have read and understood the attached guidance notes;
- (ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in disciplinary investigation by the Harwich School, and is likely to result in dismissal.

Name (please use CAPITALS):

Signature:

Date:

Post applied for:

PLEASE RETURN THIS PART OF THE FORM WITH YOUR APPLICATION FORM