



Annual Declaration for Suitability to Work with Children

CONFIDENTIAL

This form is to be completed by all new staff and volunteers when they commence employment and also by all staff on an annual basis.

As part of York Childcare’s (YC) ongoing procedures for assessing the suitability of its workforce, all staff must read, understand and sign an annual declaration of any changes to their criminal record status. **It is vital that staff declare any new criminal convictions or changes to their suitability to their manager immediately.**

If changes have occurred to the criminal record status of a staff member it may be necessary for YC to make a referral to Ofsted, taking advice from the Local Authority Designated Officer (LADO) and possible suspension from post whilst YC re-evaluate the staff member’s position as an employee. If their suitability is deemed to no longer be compliant with Ofsted regulations, this may lead to dismissal. Failure to disclose convictions may also lead to dismissal.

This document should be read in conjunction with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2014 paragraphs 3.14-3. 18

Name of Employee:		
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS Disclosure?	Yes	No
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before of during your employment at this setting?	Yes	No
<ul style="list-style-type: none"> • Are you disqualified for caring for children (in accordance with regulations made under Section 75 of the Childcare Act 2006)? • Have you committed any offences against a child? • Have you committed any offences against an adult? • Have you been barred from working with children (DBS)? • Have your own children been taken into care? • Have / are your own children the subject of a child protection order? • Has your name been placed on the DBS barring list? • Do you have any medical conditions that could affect your ability to care for children? • Are you taking medication or any other substances on a regular basis that could affect your ability to care for children? 	Yes	No

If you have answered YES to any of the questions, please provide further information below:

Declaration

I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability to care for children.

I will ensure that I notify my manager of any convictions, cautions, court orders, reprimands or warnings I may receive.

I am aware that if I am taking medication on a regular basis that I must notify my employer and must keep the medication in a safe place, out of reach of children in accordance with the Safe Storage of Medicines Procedure.

I will ensure I notify my manager if I experience any health concerns which could impact on my ability to work with children.

I give permission for my employers to contact any previous settings, local authority staff, the police, Local Authority staff including the LADO, the DBS or any medical professionals to share information about my suitability to care for children.

Name	
Signature	
Date	
Manager's signature	

Please record any follow on action taken and dates where relevant: