

**SAFEGUARDING AND CHILD PROTECTION :**

**PERSONAL AND CAREER INFORMATION RECORD**

**(EXAM INVIGILATORS AND SELF EMPLOYED PERSONS)**

**Form version: September 2018**

**NAME:**

**SCHOOL:**

**ROLE:**

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The GDST is committed to ensuring that it safeguards the welfare of its students. In order to achieve this, in accordance with its statutory and other obligations, it collects certain information from adults working in its schools, whether or not they are employees. Please see our Safeguarding Strategy Statement.

This form is used for that purpose. The completion of this form is not an application for work or employment and is not evidence that work or employment has been offered or made.

Information provided on the form will be treated as confidential by the Girls’ Day School Trust. We collect and use this information in accordance with our Privacy Notice, which is available on the GDST website.

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| **1. PERSONAL DETAILS** |
| Surname:  | First Names:  |
| Title: MR/MRS/MISS/MS/DR | Preferred name:  |
| Any former names: | Date of birth: |
| Home address:  | Address for correspondence (if different): |
|  |  |
|  |  |
|  |  |
| Post code:  | Post code:  |
| Tel no: (day)  | Email: |
|  (eve)  | National Insurance no: |
|  (mob) |  |

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| **2. EDUCATION AND QUALIFICATIONS** |
| School/College/University | Dates attended | Qualifications obtained/Examinations passed | Date |
| **3. EMPLOYMENT / SELF EMPLOYMENT HISTORY** |
| Employers / organisations worked for (most recent first - please account for gaps in employment / self employment)Continue on separate sheet if required | DatesMM/YY | Role or position held and brief description of duties |

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| **4. ADDITIONAL INFORMATION**  |
| Do you have a current clean driving licence (applicable only if duties involve driving) YES/NO |
| Anything you wish to tell us about your personal and family circumstances, including any special needs:  |
| **5. REFERENCES** |
| Please give the names of two people who can comment on your suitability for your role. One should be your current or last employer or organisation at which you were self-employed. If you do not currently work with children, a reference will be required from your most recent role involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. Open references provided by you will also not be accepted. |
| Name:  | Name:  |
| Address:  | Address:  |
|  |  |
|  |  |
| Tel no:  | Tel no:  |
| Email: | Email: |
| Relationship:  | Relationship:  |
| **6. SIGNATURE** |
| I confirm that the above information is true and accurate.I confirm that there are no reasons on the grounds of mental or physical health why I should not be able to discharge the responsibilities involved in my engagement by the GDST as a self-employed person.I declare that I am not disqualified from work with children, or subject to sanctions imposed by a regulatory body, and either have no convictions, cautions, or bind-overs, or have attached details in a sealed envelope marked confidential (see attached notes on disclosure of criminal background). I understand that, in order to be engaged by the GDST, I will be required to provide a DBS Disclosure at Enhanced level, including a Children’s Barred List check. |
| Signed:  | Date:  |



**PROTECTION OF CHILDREN:**

 **Safeguarding strategy Statement**

The GDST Safeguarding Strategy forms a fundamental part of our approach to providing excellent pastoral care to allpupils, including those who may be over the age of 18 years. We believe that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse and the promotion of their welfare.

The Safeguarding Strategy consists of:-

1. *GDST Safeguarding and Child Protection Policy*
2. *GDST Safeguarding Procedures*
3. *GDST Model School Safeguarding and Child Protection Policy*
4. Training to equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of pupils.

The Safeguarding Strategy provides a clear framework within which individual schools will develop systems and local procedures to:-

* Prevent unsuitable people working with children
* Identify pupils who are at risk of, and/or are likely to suffer significant harm and take appropriate action, and promote the welfare of pupils in need of additional support
* Record and share information appropriately
* Respond to allegations against staff and volunteers
* Promote safe practice and challenge poor and unsafe practice

Adherence to the GDST Safeguarding Strategy is mandatory for **all** staff and volunteers, and for those engaged to work with children in our schools.

We recognise that Safeguarding covers much more than child protection, and so this strategy will operate in conjunction with related policies and procedures, such as effective whole school policies on Anti-Bullying, Behaviour Management, ICT and School Security.

Our approach to safeguarding is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

We are committed to working in partnership with parents, child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our schools.

**Version: September 2018**

**FORM S2 – VERSION SEPTEMBER 2018**



**DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE GIVEN THE OPPORTUNITY TO HAVE CONTACT WITH CHILDREN (SELF EMPLOYED PERSONS/VOLUNTEERS)**

Your role involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All school personnel, including those who act as regular volunteers, coaches, instructors or who undertake similar activities are subject to an enhanced criminal record check and Children’s Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before they take up their role. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not automatically prevent you from working or volunteering at the school unless it is of an offence which requires that you are barred from working with children, or the Girls' Day School Trust considers that the record renders you unsuitable for other reasons. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your role, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of an enhanced DBS check with Children’s Barred List check being sought, this information should be sent under confidential cover to the Head. We guarantee that this information will only be seen by those who need to see it as part of the engagement process and that it will be kept confidential and as required by GDST’s Privacy Policy.

If you are currently working or have previously worked with children, your current or previous employer(s) or organisations you have worked or volunteered with will be asked about any disciplinaries, misdemeanours or offences relating to children, including any which may be “time expired”, and whether you have been the subject of any child protection concerns.

Providing false information could result in the termination of your arrangements with the school and possible referral to the police. It is an offence for a person who has been barred from working with children to seek to do so, for example by applying to work as a volunteer in a school.

**DECLARATION**

I declare that I am not barred from activity relating to children, subject to sanctions imposed by a regulatory body, and either have no convictions, cautions, or bind-overs that may have an impact on my suitability to work in an educational environment, or have attached details in a sealed envelope marked “confidential”.

Signed: Date:

**The Girls' Day School Trust**

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Registered office: 10 Bressenden Place, London SW1E 5DH