

Disclosure Declaration Form (Representatives Only)

Due to the nature of the services, we will require disclosure of any criminal convictions, cautions etc (including the penalty or penalties imposed) which are not spent (for the purposes of the Rehabilitation of Offenders Act).

The information received will be treated with the utmost confidentiality and will be used by the Safeguarding Panel to reach a conclusion as to whether a contract should be offered to the applicant. The information received around disclosures will, unless there are exceptional circumstances, be securely destroyed after a period of 6 months.

Please note that disclosure of offences will not in itself mean that a contract of services will not be issued. City & Guilds shall make a decision after careful consideration of the individual circumstances and with due regard to the safeguarding risks.

I can confirm that I have read and understood the Safeguarding **Disclosure Declaration Form** and due to the nature of my services am willing to provide details of any criminal convictions.

(tick as appropriate)

Yes* **No**

Have there been any changes to the status of your registration with any regulatory body?

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Have you any convictions which are unspent (for the purposes of the Rehabilitation of Offenders Act)?

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Has any child been removed, temporarily or permanently, from your care as a result of child protection proceedings

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Continued over

* If you answered 'Yes' to any of the above questions please give the details below:

Name (please print in block capitals):

Signature: **Date:**

Address **Post Code**.....

Return in the enclosed reply paid self-addressed envelope.

IMPORTANT NOTE

If you have answered **YES** to any question, please send the Disclosure Declaration Form together with duplicate of the contract letter and the Code of Conduct Form. Please ensure that you clearly mark the envelope: **CONFIDENTIAL – FAO The Safeguarding Committee only**. This is to ensure the confidentiality of any information that you have revealed.

If you have answered **NO** to all questions, please send all the forms together in the envelope provided **without making any amendment to the envelope**.