



## MANLAND PRIMARY SCHOOL

Sauncey Avenue Harpenden Hertfordshire AL5 4QW

Telephone: 01582 713452

Fax: 01582 715938

Email: [admin@manland.herts.sch.uk](mailto:admin@manland.herts.sch.uk)

Headteacher: Mrs C Wicks

Dear Volunteers

There has been an update to the 'Disqualification Requirements.' It is now the case that only **regular** volunteers need to complete this form. It remains essential that you read the form carefully and answer honestly.

If you would prefer not to complete the form we will not be able to keep you on our volunteer register and you will not be able to act as a volunteer. We understand that some people may find the form intrusive but it is not optional.

It is imperative that forms are completed by **28<sup>th</sup> April 2017** so that we can update our list completely. If you do not return your form by then **you will not be able to volunteer**. You may be willing to complete a form even if you are only thinking about volunteering and this could be helpful.

We are aware that some of you will have completed this form previously. However it needs to be updated on a regular basis.

We really do not want to put anyone off helping at school as your support is invaluable. However it is essential that we collect this information from anyone who regularly volunteers. If you help out occasionally e.g. at Christmas Bazaar or Summer Fete you no longer need to complete this form.

This form does not replace the DBS check that all regular volunteers should have. If you are volunteering regularly in school and have not got a DBS certificate please bring this to our attention.

Yours sincerely

Claire Wicks  
Headteacher

## Volunteer Disqualification Declaration Form

<b>School</b>	<b>Manland Primary</b>
<b>Name (please print clearly)</b>	<b>Post: Volunteer</b>
<b>How are you known to the school? E.g. parent of X, help in garden etc</b>	

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance "Keeping Children Safe".

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/362919/Keeping\\_children\\_safe\\_in\\_education\\_childcare\\_disqualification\\_requirements\\_-\\_supplementary\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Reference:

<http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made>

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

**You are required therefore to sign the declaration below confirming that you are not disqualified under those regulations from volunteering in this school.**

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers, will mean that you can no longer volunteer at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

Reference: <http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers>.

<b>Please circle one option for every question</b>	
<b>Section 1 – Orders or other restrictions</b>	
1. Have any orders or other determinations related to childcare been made in respect of you ?	YES / NO
2. Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
3. Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	YES / NO
4. Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the school office or at the link below: <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made</a>	YES / NO
5. Are you barred from working with Children (Disclosure and Barring (DBS))?	YES / NO
6. Are you prohibited from Teaching?	YES / NO
<b>Section 2 – Specified and Statutory Offences</b>	
7. Have you ever been cautioned, reprimanded, given a warning for or	<i>PTO</i>

convicted of:		
• Any offence against or involving a child? (A child is a person under the age of 18)?		YES / NO
• Any violent or sexual offence against an adult?		YES / NO
• Any offence under the Sexual Offences Act?		YES / NO
• Any other relevant offence?		YES / NO
Available from the school office or at the links below: <a href="http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made">http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made</a> <a href="http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made">http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made</a>		
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO
<b>Section 3 – Disqualification by association</b>		
To the best of your knowledge, is anyone in your household* disqualified from working with children under the Regulations? *household – includes family, lodgers, house-sharers, household employees This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2.		YES / NO
<b>Section 4 – Provision of Information</b>		
If you have answered YES to any of the questions above you should provide details below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay. <i>Please mark your envelope – “To be opened by Mrs Claire Wicks only”.</i>		
Details of the order, restriction, conviction, caution etc.		
The date(s) of these		
The relevant court(s) or body(ies)		
You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.		
<b>Section 4 - Declaration</b>		
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:		
• I understand my responsibilities to safeguard children		
• I understand that I must notify the headteacher of Manland Primary School immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children		
• I understand that the confirmed list of volunteers will be shared with the HSA, Time Out, school staff and school governors		
Signed		
Print Name		Date