**PERSONAL DETAILS FORM - GUIDELINES**

**INFORMATION FOR SELF EMPLOYED INDIVIDUALS**

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. In addition to all other background checks, appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if you have lived in the UK) and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country in the past ten years) and your country of origin.**

**GUIDANCE NOTES**

* You must complete all sections of the Personal Details form.
* Please write in black ink or type.
* Please provide a copy of your CV with this Personal Details Form.
* If a section is not applicable to you, please state “N/A”.
* Self-employed individuals should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the service provided.
* Please note that originals documents are necessary. Photocopies or certified copies are not sufficient.
* Prior to providing a service to Cognita or one of its Schools you will be required to agree to the following Background Checks:
1. **Identity Check**
	* You will be required to provide 3 original documents which contain your photograph, full name and date of birth (such as a passport or current driving license include paper counterpart) and documents confirming your address (such as utility bill or financial statement) .
2. **A DBS (Disclosure and Barring Service) Check**
	* It is a condition of any service provided that you are deemed suitable to undertake this work, and accordingly your service remains subject to any appropriate Disclosure and Barring Service check.
	* You should be aware that provision of false information is an offence and could result in the discontinuation of your services if you have been appointed and possible referral to the Police and/or Disclosure and Barring Service. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.
3. **A Barred List check (if in Regulated Activity)**
4. **A Prohibition from Teaching Check (if Teaching)**
5. **Overseas Checks if you have lived or worked overseas**
* Upon agreement to provide a self-employed service to Cognita Schools it is essential and a mandatory condition that you undergo criminal and/or police checks from all countries where you have lived and/or worked outside the UK for a period of three months or more in the past ten years. This is in addition to any appropriate Disclosure and Barring Service check.
* Criminal/police checks are also required for those individuals who completed their teacher training outside the UK.
* The standard for overseas checks varies; therefore you will be required to provide original copies of such clearance yourself.
1. **Country of Origin Check**
	* If you were born outside the UK you will be required to present your original birth certificate or passport.
2. **Satisfactory references covering employment/contract work** (and including your most recent employment/contract).
3. **Right to work in the UK check**
	* In accordance with the requirements of the Immigration Act 2016, you will be required to produce evidence of your eligibility to work in the UK and you must provide original documents in the form of:
* A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
* A document from the Home Office confirming that you are allowed to work in the UK.
	+ If you do not have any of the documents listed above please let us know and you will be provided with a full list of acceptable evidence.
1. **Relevant qualifications check**
* You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the service you are delivering to Cognita Schools.
* Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.
1. **Health Declaration**
* Upon agreement to provide a self-employed service you will be required to complete a Health Declaration to ensure that you are both physically and mentally fit to carry out the service to be provided.
* Health conditions should be declared in order to consider reasonable adjustments.
1. **Disqualification by Association (DBA) (if applicable)**

There is a requirement for Cognita Schools to ensure that any individuals who fall in to any of the categories outlined below are made aware of the legislation relating to Disqualification by Association, as specified in regulation 9 of the Childcare (Disqualification) Regulations 2009.

These regulations relate to candidates who:

* apply to work in early years childcare (i.e. up to and including reception class age) This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range, or;
* apply to work in the later years provision for children under 8) (i.e. staff who are employed to work in childcare provided by the school **outside** of school hours for children who are above reception age but who have not attained the age of 8) This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school’s choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision, or;.
* apply for a role where they will be directly concerned in the management of such provisions

Those candidates who fall in to any of the categories listed above will be required to complete a DBA Declaration Form prior to engagement of services.

**Rehabilitation of Offenders Act**

* As an education provider we deem all roles to involve working with children.
* You will be required to provide full details of any convictions and cautions, including those which would otherwise be considered “spent” by virtue of the said Act. This does not include “protected convictions” and “protected cautions” as defined in the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. However you are required to also disclose any convictions and cautions received overseas.
* If you have convictions inconsistent with your provision of service to the Company, the Company reserves the right to discontinue your services.

**Data Protection Act 1998**

Cognita Schools have a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to that act. By completing and signing this form, you understand and agree to Cognita using this and other data to create and maintain records on you and for statistical purposes in accordance with the Data Protection Act 1998. You agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter. Should you provide a service to Cognita Schools, you agree that this information will be kept for the duration of the provision of service and for a period of time following this. You have the right to request a copy of the data held on you.

**PLEASE NOTE:-**

Should you be appointed to provide a service to Cognita or one of its schools, you will be required to sign a Self-Employed Agreement for Services and provide evidence of your public liability insurance