



Department  
for Education

# **Suitability and declarations:**

## **Section I**

**February 2015**

## Section I: Suitability and Declarations

The Department for Education (DfE) will carry out a number of checks on individuals who apply to set up a free school or who will be involved in the management or running of a school. They include due diligence checks, credit checks and enhanced Disclosure and Barring Service (formerly Criminal Records Bureau) checks and may include security and other police checks and any other checks that the DfE considers necessary to ensure that only suitable people are able to set up and run a free school. The personal information you provide as part of the application process, including the information requested below, may be passed to third parties for these purposes.

Checks may be conducted across a range of agencies that may hold and be able to disclose information about individuals. These may include law enforcement, professional or regulatory bodies or other public bodies at the national or local level such as the Charity Commission, the UK Border Agency, HM Revenue and Customs and others as appropriate.

We require all applicants to provide us with personal information about themselves as set out in this form to enable us to carry out these checks. Each member and director of the company limited by guarantee must complete this form separately. **All completed Section I forms should be returned together in one envelope along with a copy of Section A of the application by registered post to:**

**Due Diligence Team  
Department for Education  
4th Floor  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT**

Please do not send completed Section I forms to any other address apart from the one above. These forms should remain separate from your main application and should be submitted in hard copy only.

For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal information supplied on these forms and for ensuring that this information is processed under the terms of the Act. Any third parties processing personal information on behalf of the department will be acting as its data processors. The DfE will hold all personal information you supply securely and will only make it available to those who need to see it as part of the application process. All personal information supplied in these forms will be destroyed when it is no longer needed for the purpose of the due diligence process, except individuals' National Insurance Numbers and dates of birth, which will be retained for identification purposes.

If you refuse to provide any of the information requested you might be asked to withdraw from the applicant group and from any subsequent involvement in the free school.

It is the department's policy that where an applicant is judged to be unsuitable to be involved in the operation of a free school, he or she may be offered the opportunity to withdraw from the application process. Where an applicant declines to withdraw, the application might be refused.

Where an application is refused on the grounds that an individual is deemed unsuitable, the applicants will be informed that it is not assessed to be in the interests of the free schools programme to progress the application with the involvement of that individual. Fuller reasons may not be provided.

For further information please refer to the FAQs on the department's website.

## Checklist

Please check the following before you submit the completed Section I forms to the Department for Education:

There are at least three members of the company limited by guarantee	
All members have fully completed the Section I form (including attaching a recent photograph)	
All trustees have been formally appointed as trustees of the company limited by guarantee	
All appointed trustees/directors have fully completed the Section I form (including attaching a recent photograph)	
A copy of the Section A form has been enclosed (you should also send a copy of the Section A form with your main application)	
All individuals listed in the Section A form have completed a Section I form	

For official use only

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AFFIX PHOTO  
HERE  
(please write  
your name on  
the back)

## Free School Personal Information Form

Please provide the information set out below, using BLOCK CAPITALS.

Section ONE
<b>Name of proposed free school:</b>
<b>Name of the Company Limited by Guarantee:</b>
<b>Your role</b> (tick both if appropriate):  Member of Company Limited by Guarantee* Trustee of Company Limited by Guarantee^  *Members are those that set up the company as the Subscribers and appoint the directors. There must be a minimum of three members.  ^All individuals on the board of trustees must be appointed as trustees of the company and registered with Companies House before completing this form. A trustee of the company is also a director/governor. The terms are used interchangeably.
<b>Email address</b> (we may use this in any further correspondence with you):
<b>Contact telephone number :</b>

<b>Section TWO</b>
<b>Title:</b>
<b>First name:</b>
<b>Middle name(s):</b>
<b>Surname:</b>
<b>Known as:</b>
<b>Any previous names:</b> From:  To:
<b>Reason for name change:</b>
<b>Date of birth (DD/MM/YY):</b>
<b>Place of birth</b>  Town/City:  Country:
<b>Current main address</b> Address 1:  Address 2:  Town/City:  County:  Postcode:
<b>From:</b>
<b>Any other current address(es):</b>
<b>Prior addresses (last 10 years, please specify period of residence in dd/mm/yy format):</b> <b>Address 1</b>          <b>From:</b> <b>To:</b>

Address 2

From:

To:

Address 3

From:

To:

Address 4

From:

To:

Address 5

From:

To:

**Section THREE**

**Passport details**

Passport number:

Passport expiry date:

Passport Nationality:

**If non-UK National please give date of taking up residence in the UK:**  
(dd/mm/yy)

**UK driving licence number** (if you hold any other driving licence please provide the nationality and number):

**Occupation:**

**Employer:**

**Bank account details** (sort code and account number of your main bank account):

**Sort Code :** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Account Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**National Insurance Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Section FOUR**

Do you have any links to any other charitable or commercial organisation, including any place of worship, where you hold a position on a management committee or are involved in the direct running of the organisation?

If yes, please specify the nature of these links and describe what role, if any, that organisation will play in relation to the free school.

Are you related by birth, marriage or otherwise to any other member or trustee of the company limited by guarantee or to any person who it is envisaged will be an employee of the free school or will be a supplier of services to the free school?

If yes, please give details below.

**Full Name:**

**Relationship:**

**Comments:**



**Section FIVE**

Please provide one current passport-sized photograph (affix to page 3 of the application) and details of two character referees, below. Your referees should know you well in a personal and/or professional capacity. They must not be a member or trustee of the company established to set up the free school or members of your immediate family.

**REFEREE 1**

Name

Address 1

Address 2

Town / City

Postcode

Telephone No

Email address

**REFEREE 2**

Name

Address 1

Address 2

Town / City

Postcode

Telephone No

Email address

## Free School Declarations Form

<b>Do any of the following apply to you? (select Yes or No)</b>	
Are you, or have you ever been, in a state of bankruptcy, composition with creditors (including any Individual Voluntary Arrangement), or subject to any legal proceedings concerning your solvency or are there any other matters affecting your financial viability?	
Are you, or have you ever been, involved in the running of a company, partnership or other organisation in a state of insolvency, compulsory winding up, receivership, composition with creditors (including any Company Voluntary Arrangement), or subject to an Administration Order or any legal proceedings concerning their solvency or there are any other matters affecting the organisation's financial viability?	
Do you have any criminal convictions? If yes please give details on a separate sheet. This should not include any spent convictions under section 4(2) of the Rehabilitation of Offenders Act 1974.	
Have you ever been on probation, received a formal caution, or been conditionally discharged, or accepted a fiscal fine from the Procurator Fiscal in Scotland, or been bound over after being charged with any offence, or is any action pending against an offence?	
Have you ever been convicted by a Court Martial, or sentenced to a detention or dismissal while serving in the armed forces of the UK or any Commonwealth or overseas country?	
Have you been involved in any illegal activities?	
Have you have ever failed to fulfil your obligations related to the payment of taxes?	
Have you ever been the subject of an enquiry or investigation made by HM Revenue and Customs?	
Have you ever been liable in civil proceedings for misrepresentation?	
Have you ever been found guilty of serious misrepresentation in supplying information?	
Are you in possession of relevant licences or membership of an appropriate organisation where required by law?	
Are you barred from certain work with children as a result of being:	

<p>[a] included in the list of those barred from regulated activity with children, kept by the Disclosure and Barring Service (formerly the Independent Safeguarding Authority).</p>	
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<p>[b] included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)</p>	
<p>[c] subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)</p>	
<p>[d] disqualified from working with children under section 35 of the Criminal Justice and Court Services Act 2000 by virtue of an order made under sections 28 to 29A of that Act or by virtue of regulations made under section 37 of the Act?</p> <p>For further information on [a], [b], [c] and [d], please go to the DBS website at: <a href="http://www.gov.uk/crb-criminal-records-bureau-check">www.gov.uk/crb-criminal-records-bureau-check</a></p>	
<p>Are you disqualified from registration under Part 10A of the Children Act 1989 for child minding or providing day care?</p>	
<p>Are you disqualified from registration under Part 3 of the Childcare Act 2006?</p>	
<p>Are you aware of any health matters which might affect your suitability to run a free school?</p>	
<p>Are you, or have you ever been in the past, a member of an organisation proscribed under Schedule 2 of the Terrorism Act 2000?</p>	
<p>Are you aware of any other circumstances or characteristic not covered by your previous answers which might affect your suitability to run a free school?</p>	
<p>If the answer to any of these questions is “Yes” please give details below:</p>	

I confirm that the information provided is correct to the best of my knowledge and that I consent to it being used for the purpose of carrying out due diligence and other checks, and to information being passed to third parties (as mentioned on page 1 of the information under 'Section I: Suitability and Declarations') for the purpose of establishing that I am a suitable person to set up and run a free school.

I consent to the Department for Education carrying out credit checks as part of the application to establish a free school.

I consent to HM Revenue and Customs disclosing to the Department for Education, in strict confidence, any information regarding the following, whether or not held on a computer system, including where I act as a trustee or personal representative:

- any historic or ongoing enquiry into my personal returns of tax and relevant payments of tax;
- details of any historic and / or current criminal or civil investigations undertaken by HMRC against me; and
- any record relating to HMRC Border controls in regard to departure and arrivals in the UK, for example, excise, prohibitions and restrictions

If you refuse to provide any of the information requested; or fail to provide information which is relevant to the free school application; or provide false information; you may be asked to withdraw from the proposal and from any subsequent involvement in the free school in order for the proposal to be considered.

Signed:.....

Name:.....

Date:.....

Please ensure all sections are fully complete before submitting your form to the Department for Education.