# Consent Form – Disclosure of Information

**Important – please read and sign this declaration**

Your details, as prospective Guardian applicants, will be entered on our Departmental computer records and treated in accordance with the Data Protection Act 1998.

Being a Special Guardian involves access to children. Any offences which you may have committed are therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore asked to declare any conviction or cautions which you may have. Failure to declare a conviction may adversely affect your application to become a Special Guardian. However, the disclosure of a criminal record will NOT automatically bar you from being a Special Guardian unless the assessor considers that the conviction renders you unsuitable. In making its decision the panel will consider the nature of the offence, how long ago it was committed, and the age you were when it was committed. The information you give will be treated in confidence and will only be used in relation to your Special Guardianship application. Information received from the Disclosure & Barring Service will be kept in strict confidence and will be destroyed immediately once your application is complete.

As a Special Guardianship Assessment is being undertaken, all the information will be made available to the courts. We will however, endeavour to ensure that Information you give us is dealt with in a sensitive manner.

As part of the Special Guardianship Assessment different services need to be contacted. This includes CAFCASS, Probation Services, Health Services, Schools Services, the Child Protection Register, Child Minding registration, landlords, current and previous employers, Leicester City Council’s own records and those of other local authorities. Disclosure and Barring Service (DBS) checks have to be made for anyone aged over 18 in your household. DBS checks include the Police National Computer, Department of Health, Protection of Children list and Department of Education List 99.

If you are concerned that these checks may reveal something about you or anyone else in your household that would affect your application, please ring us to discuss this further.

 **Please sign and date below consenting to us looking into your local authority records and proceeding with the checks described above.**

| **Applicant 1** | **Applicant 2** |
| --- | --- |
| Signature | Signature |
| Print name here | Print name here |
| Date | Date  |

**Anyone aged over 18 who lives in your home should also sign and date below allowing us to carry out the appropriate checks as described above.**

|  |  |
| --- | --- |
| Sign and print name | date |
| Sign and print name  | date |
| Sign and print name | date |
| Sign and print name | date |