

SELF-DECLARATION FORM FOR A CHILD CARE POSITION

As required in the **INVERLEITH HOCKEY CLUB** Child Protection Policy and Procedures, this form must be completed by all members for positions within Inverleith Hockey Club that work in a position defined as regulated work.

The Inverleith Hockey Club is committed to the protection of children and vulnerable adults involved in sport and have a duty to ensure the suitability of any individual who works with children. To fulfil this responsibility, we ask that you complete this form having read the guidance notes attached.

Note: You are advised, under the provisions of the Rehabilitation of Offenders act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, to declare all convictions including 'spent' convictions.

Should you be appointed to the position applied you will also be required to be a member of the Protection of Vulnerable Groups (PVG) Scheme or submit to a Scheme Record Update if you are an existing Scheme member.

For positions that require you to be a member of the scheme: if selected for an interview you will be required to disclose all convictions (spent and unspent), cautions, warnings and any other non-conviction relevant information. The Inverleith Hockey Club undertakes to treat all applicants for positions within The Inverleith Hockey Club equally and to process and make decisions on disclosed information in a fair manner.

Please complete all sections fully including all relevant details regarding convictions, investigations (if applicable), social work or social department investigations and disciplinary action.

1 GUIDANCE ON COMPLETING SELF-DECLARATION FORMS

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your application form, references and, where we decide to make an appointment, a PVG Scheme Record/Update. All of these sources of information will help us to make an informed decision about your application.

1.1 WHO MUST COMPLETE THE SELF-DECLARATION FORM?

It is the policy of Inverleith Hockey Club to ask all applicants who apply to work in a position defined as regulated work to complete a self-declaration form. The post which you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions (Scotland) Order 2010. This means we are entitled to ask you about your criminal convictions. You are therefore required to declare all convictions including 'spent' convictions. Note that having criminal convictions will not necessarily bar you from working with us.

1.2 WHICH SECTIONS OF THE FORM MUST I COMPLETE?

You must complete all parts (2, 3.1, 3.2, 3.3, 3.4, 4, 5) of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide these should we invite you to interview.

1.3 WHO GETS TO READ THE SELF-DECLARATION FORM?

The Self-Declaration Form should be sent to us in a sealed envelope marked 'Private and Confidential, Self-Declaration form. Please do not send it with your completed application form. If you are not invited to interview, the envelope will either be destroyed or returned to you unopened for you to dispose of.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

1.4 WHAT HAPPENS TO THE SELF-DECLARATION FORM AFTER A DECISION HAS BEEN MADE ON MY APPLICATION?

If you are unsuccessful the Self-Declaration Form will either be destroyed or returned to you for you to dispose of.

If you are successful, the Self-Declaration Form will be securely retained by Scottish Hockey until your work ends.

1.5 WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL?

If your Self Declaration Form is satisfactory, you will be required to become a member of the PVG Scheme, or if already a member, complete a PVG Scheme Record Update.

1.6 WHAT HAPPENS IF I DO NOT WISH TO COMPLETE A SELF-DECLARATION FORM?

In accordance with our child protection policy and guidelines you will not be allowed to work / volunteer in a position of regulated work within our organisation.

2 ARE YOU A MEMBER OF THE PVG SCHEME?

No Yes If yes, please enter details below

PVG Membership number _____

3 SELF DECLARATION FORM

Please complete the following tick boxes and relevant other sections

3.1 PREVIOUS CONVICTIONS.

This should include any convictions that have been dealt with by a court.

I have no previous convictions (Go to section 3.2)		I have previous convictions (Complete the section below)	
Date(s) of conviction(s):			
Court(s) where your conviction(s) were heard:			
Type of offence(s):			
Sentence(s) received:			
Please give details of the reasons and circumstances that led to your offence(s):			
Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine(s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s).			
Have any other organisations supported you to work through any of the above issues/difficulties?			
What have you learned from your experience?			

3.2 DETAILS OF ANY DISCIPLINARY ACTION RELATING TO BEHAVIOUR TO CHILDREN.

<p>I have never been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm (Go to section 3.3)</p>		<p>I have been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm (Complete the section below)</p>	
<p>Please give details.</p>			

3.3 POLICE INVESTIGATIONS – THIS SHOULD INCLUDE RELEVANT POLICE NON-CONVICTION INFORMATION.

All investigations should be disclosed, not just those related to children.

<p>I have never been subject to any police investigations (Go to section 3.4)</p>		<p>I have been subject to police investigations (Complete the section below)</p>	
<p>Date of investigation(s):</p>			
<p>Police Division(s) involved:</p>			
<p>Details of investigation(s):</p>			
<p>Please give details of the reasons and circumstances that led to your investigation(s):</p>			
<p>Disposal(s) if known:</p>			

3.4 SOCIAL WORK

I am not and have never been known to any social work department (Scotland) / social services department (in England and Wales) as an actual or potential risk to children (Go to section 4)		I am known to social work departments (Scotland) / social services departments (in England and Wales) as an actual or potential risk to children (Complete the section below)	
Please provide details			

4 PROTECTION OF VULNERABLE GROUPS (SCOTLAND) ACT 2007

Before signing below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. *Section 34* of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. *Section 35* of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under *section 14* of the PVG Act)
 - Included in the PVG Children's List (and, by default, the Independent Safeguarding Authority Children's List which covers the rest of the UK) under *section 15* of the PVG Act
4. Under *section 12* of the PVG Act an individual can be 'considered for listing' as information on their suitability to work with children is assessed.

I _____ [full name in block capitals]

Of [address]

[Post Code] _____

Email address _____

Club _____

Role within the club _____

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

OR

*I am under 'consideration for listing'

*(delete as appropriate)

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

I understand that deliberately giving false information can result in prosecution.

Signed _____ Date _____

5 DECLARATION TO BE COMPLETED BY ALL APPLICANTS

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I give my consent to Scottish Hockey requesting a PVG Scheme Record/PVG Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform Inverleith Hockey Club if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
4. If I am appointed to a post, I agree to abide by Inverleith Hockey Club Code of Conduct and Child Protection Policy, Procedures and Guidelines.
5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

Signed: _____ **Date:** _____

Please note that any information you give in this form will be managed according to the organisation's Confidentiality Policy.

Please return the completed self-declaration form to the organisation in the pre-addressed envelope. Please do not put your completed application form in this envelope. It is important that the forms are kept separate. Your completed self-declaration form will only be seen by those individuals in the organisation who have a responsibility for recruiting staff and volunteers.

Please check you have completed all sections (2, 3.1, 3.2, 3.3, 3.4, 4, 5) before returning the form.

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