

Self Declaration Form

It is the policy of the SCA that all applicants and volunteers for positions deemed as Regulated Work with Children are required to complete a self-declaration form. Before completing this form, please read the guidance notes which are included with this form.

“Regulated Work with Children” posts are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006. Candidates are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information. For further information refer to the SCA policy on the Recruitment of Ex Offenders.

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

Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position.

Instructions

1. Please give details regarding any convictions and cautions under the heading in **Section 1**.
2. Please provide details of any disciplinary action in **Section 2**.
3. Please give details of any relevant non-conviction information in **Section 3**.
4. **If you have no convictions, cautions, or relevant non-conviction information please go to Section 5 and sign the declaration form.**
5. Return the form in a sealed envelope marked ‘Private and Confidential – Self Declaration’ to Andy Murray, Child Protection Officer, Scottish Canoe Association, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ. Please do not put your completed application / registration form in the same 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.

PERSONAL DETAILS

Title:			
Full Name:			
SCA Membership Number (if applicable)			
Address:			
Post Code:			
Primary Phone Number:			
Email Address:			

ROLE DETAILS

Role being applied for / volunteering for:

Section 1

a)	Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.
b)	Please give details of the reasons and circumstances that lead to your offence(s)

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c)	Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.
d)	Has any other organisation(s) supported you to work through any of the above issues?
e)	What have you learned from the experience?

Section 2:- Details of any disciplinary action relating to behaviour to children.

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? YES/NO
If YES, please give details.

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Section 3 : Relevant Non-conviction information: this should include relevant police non-conviction information. Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known.

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Are you, or have you ever been, known to any Social Work Department/Social Services Department (in England and Wales) as an actual or potential risk to children? YES/NO
If yes, please provide details

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Private & Confidential

Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration 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 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 _____

Section 5 - Declaration

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 the SCA requesting a PVG Scheme Record / PVG Scheme Record Update (as appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform the SCA 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) with children with the organisation and/or the termination of my services.
4. If I am appointed to a post, I agree to abide by the organisation's Code of Conduct and Child Protection Policy 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 with children or the termination of my services.

Signed: _____ Date: _____



How information about you will be used

How to contact us

For further information on how your information is used, how we maintain the secrecy of your information, and your rights to access information we hold on you, please write to us at SCA, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ. By signing this form you agree that the SCA may use and disclose your information for the purposes described above.