
SELF –DECLARATION FORM

PRIVATE AND CONFIDENTIAL

HAVE YOU READ THE GUIDANCE NOTES AT THE BACK OF THIS FORM?

Name: _____ **Post applied for** _____

It is the policy of The Action Group that all applicants to posts which involve contact with or access to sensitive information regarding children, young people or vulnerable adults are required to complete a self-declaration form.

Part A: Previous convictions. To be completed for a post that requires a Standard or Enhanced Disclosure Check

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 reason 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?

**Part B – Details of any disciplinary action relating to behaviour to children and young people, and vulnerable adults.
To be completed for any post which requires a Standard or Enhanced Disclosure check.**

Have you been disciplined because of inappropriate behaviour towards a child, young person or vulnerable adult, which may have harmed them or put them at risk of harm?

YES/NO

If YES, please give details.

Part C: Police Investigations – this should include relevant police non-conviction information.

To be completed for any post that requires an Enhanced Disclosure

Date of investigation(s):
Police Division(s) involved:
Details of investigation(s)
Please give details of the reasons and circumstances that led to your investigation(s)
Disposal(s) if known:

Are you, or have you ever been, known to any other 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

Part D – Protection of Children (Scotland) Act 2003. Self-Declaration

Before answering the question below, please read the following notes.

Section 11 of the *Protection of Children (Scotland) Act 2003* **creates a new offence which an individual who is disqualified from working with children will commit** if they apply for, offer to do, accept or do any work in a child care position. An organisation will also be guilty of an offence if they knowingly employ (paid or unpaid) a disqualified person in a childcare position.

Section 17 of the *Protection of Children (Scotland) Act 2003* defines “disqualified from working with children”. **It extends to Scotland disqualifications which previously applied in England and Wales only.** A person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in the Disqualified from working with Children list established under section 1 (1) of the *Protection of Children (Scotland) Act 2003*;
- Included (otherwise provisionally) in the list kept under section 1 of the *Protection of Children Act 1999*;
- On list 99 and subject to direction under sub section (1)(a) of section 142 (prohibition from teaching etc.) of the *Education Act 2002* given on the grounds mentioned in subsection (4)(b) of that section, not to carry on work to which the section applies;
- Subject to a Disqualification Order within the meaning of the *criminal Justice and Court Services Act 2000*.

To help ensure we are complying with the new child protection laws, please complete the following declaration.

I _____ **(full name in block capitals)**

Of (address) _____

Confirm that I am not subject to any other disqualifications set out in section 17 of the *Protection of (Scotland) Act 2003*.

OR

I am the subject of a disqualification from working with children under

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

Signed _____ **Date** _____

Part E: Declaration
To be completed by all applicants

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 the criminal offence.

I give my consent to The Action Group carrying out a Disclosure check (if appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform The Action Group 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 immediate suspension of my work with children with the organisation and/or the termination of my service.

If I am appointed to a post, I agree to abide by the organisation's Code of Conduct, Policies and Guidelines.

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 immediate suspension of my work with children or the termination of my services.

Signed: _____ **Date:** _____

Please note that any information you give in this form will be managed according to The Action Group Confidentiality policy.

We recommend you return the completed self-declaration form in a sealed envelope. Please do not put your completed application form in the same envelope as 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.