



turn a frown upside down

Self-Declaration Form for a post requiring an Enhanced Disclosure

Private and Confidential

It is the policy of this organisation that all applicants for posts which involve contact with children and young people are required to complete a self-declaration form. Before completing this form, please read the guidance notes which are included with this form.

Part A: Previous Convictions

To be completed for a post that requires an Enhanced Disclosure.

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?

Part B – Details of any disciplinary action relating to behaviour towards children and young people.

To be completed for a post which requires an Enhanced Disclosure.

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

To be completed for a post that requires an Enhanced Disclosure check

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)

Are you, or have you ever been, known to any Social Work Department/Social Services Department 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 organization will also be guilty of an offence if they knowingly employ (paid or unpaid) a disqualified person in a child care 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 than provisionally) in the List kept under section 1 of the *Protection of Children Act 1999*;
- On list 99 and subject to a direction under subsection (1)(a) of section 142 (prohibited 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 that section applies;
- Subject to a Disqualification Order within the meaning of the *Criminal Justice and Court Services Act 2000*.

To help us 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 of the disqualifications set out in section 17 of the *Protection of Children (Scotland) Act 2003*

OR

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

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

Signed _____ Date _____

Part E: Declaration

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.

I give my consent to Befriend a Child carrying out a Disclosure check and to request references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform Befriend a Child if I am convicted of an offence after I have taken up any post within the organisation. I understand failure to do so may lead to the immediate suspension of my work with children with the organisation and/or the termination of my services.

If I am appointed to a post, I agree to abide by the organisation's Code of Conduct and Child Protection Policy 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 realize that false information or wilful omission may lead to the immediate suspension of my work with children or the termination of my services.

Signed: _____ **Print Name** _____

Date _____

Please note that any information you give in this form will be managed accordingly 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.



turn a frown upside down

Guidance notes to be included with a Self-Declaration Form.

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 Disclosure Certificate. All of these sources of information will help us to make an informed decision about your application.

Who must complete the Self-Declaration Form?

It is the policy of this organisation to ask all applicants who apply to work in “child care” positions to complete a self-declaration form.

The post you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions and Exceptions (Scotland) Order 2003*. You are therefore advised to declare all convictions including ‘spent’ convictions.

Which sections of the form must I complete?

As the position requires an Enhanced Disclosure check you must complete Parts A, B, C, D and E 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.

Who gets to read the Self-declaration Form?

The Self-Declaration Form should be sent to us in a sealed envelope.

Please do not send it with your completed application form. If you are not invited to interview, the envelope will be 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.

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 be returned to you to dispose of.

If you are successful, You will be asked to complete an Enhanced Disclosure, under the terms of the *Police Act 1997 (Part V)*. The Self-Declaration Form and the Disclosure Certificate will then be retained by the Scheme. This information will not be kept any longer than six months.

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 in a “child care” position within our organisation.