

SECTION 6

SAMPLE FORMS & GUIDANCE NOTES

SELF-DECLARATION FORM FOR A CHILD CARE POSITION

It is the policy of the Royal Caledonian Curling Club that all applicants to child care positions 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 positions which require an 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 reasons and circumstances that led to your offence(s)

Cont/d over

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.
To be completed for positions which require an Enhanced Disclosure check.**

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.

Cont/d over

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

To be completed for a positions which require 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) if known:

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

Cont/d over

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 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 direction under subsection (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 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

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 a criminal offence.

I give my consent to the Royal Caledonian Curling Club requesting a Disclosure Certificate (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 Royal Caledonian Curling 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 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 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:** _____

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.

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

1. 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 which you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions and Exceptions (Scotland) Order 2003*. This means we are entitled to ask you about your criminal convictions. You are therefore advised to declare all convictions including ‘spent’ convictions.

2. Which sections of the form must I complete?

As the Job/Task description states that the position requires an **Enhanced Disclosure** check you must complete all 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.

3. 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 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.

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, Disclosure checks will then be requested. The Self-Declaration Form and the Disclosure certificate will then be retained by us until a decision has been made on your application. Usually, this information will not be kept any longer than six months.

5. What happens if my application is successful?

If your application is successful you will also be required to complete an **Enhanced Disclosure** check under the terms of the *Police Act 1997 (Part V)*.

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 in a “child care” position within our organisation.

GUIDANCE ON DISCLOSURE CERTIFICATES

Recent changes in the laws have enhanced the ways in which employers and organisations can take steps to ensure that people who work with children are suitable for such positions. The following provides answers to commonly-asked questions.

1. Do I have to employ people with previous convictions?

The Rehabilitation of Offenders Act 1974 provides that after a certain amount of time, a conviction will be regarded as 'spent'. This means that in certain circumstances, a potential employee does not have to declare this conviction. It is illegal to discriminate against someone on the grounds of a spent conviction.

2. Are there exceptions to this rule?

Yes. For certain positions, a prospective employer can ask you to declare all spent and unspent convictions. These are known as 'exempted positions' and are listed in the Rehabilitation of Offenders Act 1974 Exclusions and Exceptions (Scotland) Order 2003. These include child care positions and includes voluntary positions.

3. How can I ask people about their previous convictions?

Applicants for child care positions (paid and unpaid) will be made aware that such positions are exempted i.e. they will be asked to declare all convictions. As part of our recruitment and selection procedures all staff/ volunteers should complete an application form and a self-declaration form. The self-declaration form provides an opportunity to declare convictions and is confidential. The interview process helps us to identify the person we wish to appoint. At this point you successful applicants will be asked to complete a Disclosure Scotland check. This will verify or otherwise the information contained in the self-declaration form.

4. How can I get access to criminal records information?

Part V of the Police Act 1997 changed the procedures for checking criminal records. Organisations can apply for criminal records information to Disclosure Scotland through the PVG membership scheme. Disclosure Scotland began operating as part of the Scottish Criminal Records Office in Scotland on 29th April 2002.

To access a Disclosure Scotland Certificates an organisation must firstly register with Disclosure Scotland. Each registered body will have to pay a fee of £150 to register with an additional £10 per named signatory. From 1 April 2006 the cost rose to £20 and organisations will need to decide whether they will seek to pass on the charge this cost. Unpaid volunteers in the voluntary sector can access free Disclosures through the Central Registered Body for Scotland (CRBS) run by Volunteer Development Scotland.

5. What are the different types of Disclosure Certificates?

For those applying for a child care position, an Enhanced Disclosure is required. Enhanced Disclosures are only available for exempted positions.

Enhanced Disclosures can only be obtained through a Registered Body and the Lead or Counter signatory must sign the application form. A copy of the Enhanced Disclosure Certificate will be sent to both the applicant and the Registered Body. The Enhanced Disclosure reveals details of all spent and unspent convictions and may also include non-conviction information held locally by the police, where this is considered relevant to the post or voluntary work sought. Only an Enhanced Disclosure will be considered suitable for a child care position.

6. Is more than one Disclosure Certificate required?

For people who work in more than one different area e.g. Club and Local Authority, it is possible that more than one check will be required. At present there is no guidance or rule about this and each employer must decide whether another check is necessary. A Certificate issued for one post may not be appropriate for another. Only applicants have the right to show their Disclosure Certificate to whomever they choose.

7. *What happens to the Disclosure Certificate?*

Disclosure Scotland recommends the Disclosure Certificate be destroyed after a decision on recruitment has been reached. They must not be kept any longer than 6 months.

8. *What if the information on the Certificate is incorrect?*

Disclosure Scotland has provided an appeals procedure for the applicant to challenge the accuracy of the information on the Certificate assuming the inaccuracy is known about.

SUGGESTED INTERVIEW/ DISCUSSION QUESTIONS FOR CHILD CARE POSITIONS¹

Interviews are a two way process of gathering information. The best way to do this is to ask questions that seek to explore a person's previous experiences, their attitudes and to look at how they have used those experiences and their awareness of attitudes.

Questions that allow for simple 'Yes' or 'No' answer should be avoided. The Royal Caledonian Curling club have documents containing some suggested questions that will help you to plan the interview/ discussion and should be built around other information gathering questions. The questions are accompanied by the sorts of words and phrases that interviewers might look for in a good candidate. Please contact the office directly to obtain a copy.

SAFE IN CARE- THE ROYAL CALEDONIAN CURLING CLUB PARTNERSHIP WITH PARENTS

The Royal Caledonian Curling Club values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in curling.

To help us fulfil our joint responsibilities for keeping children safe the Royal Caledonian Curling Club has introduced Safe in Care Guidelines. These Guidelines tell you what you can expect from us when your child participates in curling and details the information we need from you to help us keep your child safe.

We need you to you complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know e.g. a team manager or first aider.

NAME OF CHILD:

DATE OF BIRTH:

A. TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing the Royal Caledonian Curling Club or one of its individual members or affiliated clubs for the purposes of taking part in curling.

I understand the Royal Caledonian Curling Club will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

SIGNED:

DATE:

B. PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in curling. All reasonable steps will be taken to obtain parental consent *In the absence of any explicit objection, those responsible will act in the best interests of the child which may include assuming parental agreement for the above reasons.*

Please delete as appropriate:

I GIVE my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in the Royal Caledonian Curling Club Safe in Care Guidelines.

I DO NOT GIVE my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in the Royal Caledonian Curling Club Safe in Care Guidelines.

SIGNED:

DATE:

I am aware of the Safe in Care Guidelines for curling and agree to work in partnership with the Royal Caledonian Curling Club to promote my child's safe participation in curling.

I understand the Royal Caledonian Curling Club will listen to the views of my child in relation to all matters affecting them and require to respect my child's ability to give their own informed consent.

Parent's Signature:
(Please state relationship to child if not parent)

Date:

the Royal Caledonian Curling Club Representative:

Date:

C. MEDICAL INFORMATION and CONSENT

Name of child: _____
Date of Birth: _____
Home address: _____

Telephone: _____
Name of Emergency Contact: _____
Telephone Contact: _____
Relationship to Child: _____

Name of General Practitioner: _____
Address of GP: _____

GP Telephone Contact: _____

Please complete the following details. If none, please state "none".

1. Any pre-existing medical conditions that may affect the child's participation in [sport]:
2. Any medication or treatment required:
3. Any existing injuries (include when injury sustained and treatment received):
4. Allergies, including allergies to medication:

TO BE COMPLETED BY PARENT

I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

I undertake to inform the Royal Caledonian Curling Club should any of the information contained in this form change.

Signature: _____ **Date:** _____

Print Name: _____ **Relationship to Child:** _____

REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT

This form must be completed by individuals seeking permission to use camera or video equipment.

Section A To be Completed by the Applicant

Name: _____

Designation: _____

Address: _____

Venue/event: _____

Date(s): _____

Purpose: _____

I declare that the pictures/film(s) produced will not be altered in any way without prior written permission the person(s) concerned. I understand that I may only use the pictures/film(s) for the purpose stated above. I agree to abide by the Royal Caledonian Curling Club Safe in Care Guidelines and Child Protection Policy.

SIGNATURE: _____ **DATE:** _____

Section B For Official Use Only

Application **APPROVED / REFUSED** **(delete as appropriate)**

Date: _____

Signed: _____

Print Name: _____

Designation: _____

Reason for Refusal: _____

Now complete "Notification to Applicant" form, and keep a copy of this form.

**SIGNIFICANT INCIDENT FORM
and / or
CHILD PROTECTION REFERRAL FORM**

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to the Royal Caledonian Curling Club as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

Complete Part A of this form if the concerns relate to the general welfare of a child.

Complete Parts A and B if the concerns relate to possible child abuse.

1. CHILD'S DETAILS

Child's Name: _____
Date of Birth: _____
Address: _____
Telephone Contact: _____

Child's Ethnicity: _____
Child's Preferred Language: _____
Is an Interpreter Required? **YES / NO** (delete as appropriate)
Is the child affected by disability? **YES / NO** (delete as appropriate)
If yes, give details:

2. DETAILS OF PERSON RECORDING CONCERNS

Name: _____
Position/Role: _____
Address: _____
Telephone Contact: _____

3. DETAILS OF INCIDENT GIVING RISE TO CONCERNS

(Record details including date, time, location, nature of concerns)

4. DETAILS OF ANY WITNESSES

(Record names, addresses and telephone contacts)

5. DETAILS OF INJURIES

(Record all injuries sustained, location of injury and action taken)

PART B *where there are concerns about possible child abuse*

6. DETAILS OF PERSON ABOUT WHOM THERE IS A CONCERN

Name: _____
Relationship to Child: _____
Address: _____
Telephone Contact: _____

7. DETAILS OF CONCERNS

(Continue on a separate sheet if necessary)

8. DETAILS OF ANY ACTION TAKEN

9. DETAILS OF AGENCIES CONTACTED

(Record date, time, name of person contacted and advice received)

10. Have the child's parents been informed? YES / NO (delete as appropriate)

If yes, record details:

11. Child's views on situation (if expressed)

Signed: _____

Date: _____

Print Name: _____

Position: _____

