



## **SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN**

Please read this form in conjunction with the Self Declaration guidelines and PVG Scheme Q&A notes.

It is the policy of The Scottish Archery Association that anyone applying to do regulated work with children is required to complete a self-declaration form as part of the recruitment process.

'Regulated work with children' posts are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2010. Candidates are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information. For further information refer to the The Scottish Archery Association policy on the Recruitment of Ex Offenders.

Please note that any information you give in this form will be managed according to the The Scottish Archery Association 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.

### **Completing the form:**

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 4** and sign the declaration in **Section 5**.
5. Return the form in a sealed envelope marked '*Private and Confidential – Self Declaration*'. Please do not put your completed application/registration form in the same envelope as your self-declaration form. **It is important that the forms are kept separate**. Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for recruiting staff and volunteers. The envelope can be placed within the envelope used to send your application form in.

## PERSONAL DETAILS

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			

## ROLE DETAILS

Role being applied for / volunteering for:

### Section 1 – Convictions and Cautions

a)	Please give the date and details of the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
b)	Please give details of the reasons and circumstances that led to your offence(s).
c)	Has any other organisation(s) supported you to work through any of the above issues?
d)	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)?
e)	What have you learned from the experience?

## **Section 2 – Details of any disciplinary action in relation 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? SELECT  
If YES, please give details.

## **Section 3 – Relevant non-conviction information (including any police information)**

A) Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known.

B) Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? SELECT  
If YES, please give details.

## **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 will assist The Scottish Archery Association to request a Scheme Record/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 The Scottish Archery Association if I am convicted of an offence while a member of staff/volunteer with 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 become considered for listing, I understand this will result in precautionary suspension.
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:** \_\_\_\_\_

