



SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

The Scottish FA requires that anyone applying to do 'regulated work with children' must complete a self-declaration form as part of the appointment and selection process.

Candidates entering into 'regulated work with children' are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland. If you need clarification on what to disclose, please visit www.disclosurescotland.co.uk/about/SummaryofChanges.htm and/or refer to final page of this form.

Please note that any information you give in this form will be managed according to the Scottish FA 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 further information in relation to Social Work services **Section 3**.
4. If you have no convictions, cautions or further 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 form in the same envelope. **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 appointing staff and volunteers.

PERSONAL DETAILS

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

ROLE DETAILS

Role being applied for / volunteering for:
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Section 1 – Convictions and Cautions

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

Section 2 – Details of any disciplinary action in relation to children

<p>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.</p>
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Section 3 – Further information

<p>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</p>
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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

**(delete as appropriate)*

*I am under 'consideration for listing'

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.

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 FA 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 FA if I am convicted of an offence while a member of staff or 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:** _____