

1d. SELF DECLARATION FORM

The role of _____ at the RCCC is 'regulated work' with adults. Before the RCCC can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants 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'. Applicants 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 of disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorules-v1website10September2015.pdf>

Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of the RCCC officials responsible for making safe appointment decisions.

PERSONAL DETAILS

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

DETAILS OF ROLE WITHIN SPORT e.g. assistant coach U12s

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Section 1 – Unspent Convictions and Cautions (must be disclosed)

a)	Please give the date and details of any offence(s) which you have been charged with, the sentence that you received and the court where your case(s) was heard.
b)	Please outline the circumstances that led to your offence(s).
c)	Please give details of the sentence imposed and how it was completed (for example paid fine as required). Include information on conditions attached to your probation/community service/supervised attendance order.

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

Have you been disciplined because of inappropriate behaviour towards a adult, which may have harmed them or put them at risk of harm? YES/NO

If YES, please give details.

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

a) Please give details of any investigations and outline the reasons and circumstances and disposal if known*.

***Please note that Section 3 a) does not require details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.**

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? YES/NO

If YES, please provide details.

Section 4 – Other relevant information

Please give details of any other relevant information which you think we should be aware of when considering your application:

Section 5 – 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. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. Section 35 of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with adults if they are:
 - The subject of an automatic listing (under section 14 of the PVG Act).
 - Included on the PVG Adults List and/or the Disclosure and Barring Service Adults List which covers the rest of the UK.
 - 'considered for listing' while information on their suitability is assessed.

Please delete the following statements as appropriate:

*I confirm that I am not barred from regulated work with adults 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'

Section 6 – 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 RCCC/_____ Club 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 RCCC if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and or the termination of my services.
4. If I become 'considered for listing', I understand this will result in precautionary suspension.

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:** _____

Please complete and return in a sealed envelope marked, '**Private and Confidential – Self Declaration**'.

REFERENCES

Please provide the name and address of two people who we can contact for a reference, at least one should have direct first-hand experience of you working in a similar role with adults/adults at risk, referees should not be related to you.

Reference 1

Name:
Address:
Email:
Contact number:
Relationship to candidate:

Reference 2

Name:
Address:
Email:
Contact number:
Relationship to candidate:

