

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

The role of coach/official/activity leader/welfare officer in athletics is ‘regulated work’ with children. Before **scottishathletics** or your club 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 in 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.

**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/UKSCOffencesThatWillBeDisclosedSubjectToRulev1website10September2015.pdf>

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

**PERSONAL DETAILS**

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

**DETAILS OF ROLE WITHIN SPORT e.g Coach/Coaching Assistant/Official-supervising children/Activity Leader/Parent Helper/Welfare Officer**

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

a)	Please give the date and details of all the offence(s) with which you were charged, 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 children**

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

**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, 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 children if they are:
  - The subject of an automatic listing (under *section 14* of the PVG Act).
  - Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.
  - ‘considered for listing’ while information on their suitability is assessed.

### **\*Please delete the following statement as appropriate:**

\*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’

## 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 **scottishathletics** 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 **scottishathletics** 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 return in a sealed envelope marked ‘Private & Confidential’**

# **SAFE RECRUITMENT INFORMATION**

## **Protection of Vulnerable Groups (PVG):**

### **FREQUENTLY ASKED QUESTIONS**

#### **1. Does the legislation say that I need to be a PVG Scheme Member to work with children?**

No. It is not a legal requirement for you but it is a legal requirement that the club does not employ anyone on the Barred for Working with Children List. In order to check this the club will ask you to become a PVG Scheme Member.

#### **2. How do I become a PVG Scheme Member?**

1. Complete an 'Application to Join PVG Scheme' form.
2. Have your identification verified by showing the Club Welfare Office 3 forms of ID. One must be photographic, one must be an official letter to your home address and dated within the last 6 months. For example: a bank statement or utility bill and one other form of ID.

#### **3. What if I have previous convictions/non-conviction information?**

A criminal record will not necessarily prevent you from working or volunteering in the club. Please give details of any relevant information in the self-declaration form. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation before deciding where or not offences are relevant to your post. Vetting information on your PVG Scheme Record will also be considered in relation to the position you are being considered for.

#### **4. What if I am already a PVG Scheme Member?**

If you are already a PVG Scheme Member, with another organisation you will be asked to complete an 'Existing PVG Scheme Member Application' form before taking a role in regulated work. The Scheme Record Update provides any new information on your Scheme Record since it was issued. The club may also request further Scheme Record Updates as part of the process of continuous risk assessment of staff/volunteers.

#### **5. How much will it cost?**

There will be no charge for a Scheme Record or a Scheme Record Update.

#### **6. What is a self-declaration?**

This is your opportunity to provide information and comment on your own record of convictions and/or investigations. It will be considered alongside your PVG Scheme Record and references when the decision about appointments is made by those responsible for safe appointments at the club.

\*For more information and details on the PVG Scheme, visit [www.volunteerscotland.net](http://www.volunteerscotland.net)