



CLYDESDALE CRICKET CLUB

MORE THAN 160 YEARS OF TOP QUALITY TEAM SPORT IN GLASGOW

Titwood, 22 Beaton Road, Pollokshields, Glasgow G41 4LA ● 0141 423 1463

SELF-DECLARATION FORM FOR A CHILD CARE POSITION

As required in Clydesdale Cricket Club's Child Protection Policy and Procedures this form must be completed by all members for positions Clydesdale Cricket Club that require contact with children.

Clydesdale Cricket Club is committed to the protection of children and vulnerable adults involved in sport and have a duty to ensure the suitability of any individual who works with children. To fulfil this responsibility, we ask that you complete this form having read the guidance notes attached.

Note: You are advised, under the provisions of the Rehabilitation of Offenders act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, to declare all convictions including 'spent' convictions.

Should you be appointed to the position applied / volunteered you will also be required to complete an Enhanced Disclosure Scotland Check under the terms of the Police Act 1997 (Part V).

For positions that require an Enhanced check: if selected for an interview you will be required to disclose all convictions (spent and unspent), cautions, warnings and any other non-conviction relevant information. Clydesdale Cricket Club undertakes to treat all applicants for positions within Clydesdale Cricket Club equally and to process and make decisions on disclosed information in a fair manner.

Please complete all sections fully including all relevant details regarding convictions, investigations (if applicable), social work or social department investigations and disciplinary action.

1 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.

1.1 WHO MUST COMPLETE THE SELF-DECLARATION FORM?

It is the policy of Clydesdale Cricket Club to ask all applicants who apply to work / volunteer for “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.

1.2 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 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 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.

1.3 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.



1.4 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.

1.5 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).

1.6 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 / volunteer in a “child care” position within our organisation.

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2 SELF DECLARATION FORM

Please complete the following tick boxes and relevant other sections

2.1 PREVIOUS CONVICTIONS.

This should include any convictions that have been dealt with by a court.

I have no previous convictions (Go to section 2.2)		I have previous convictions (Complete the section below)	
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)			
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?			



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2.2 DETAILS OF ANY DISCIPLINARY ACTION RELATING TO BEHAVIOUR TO CHILDREN.

I have never been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm (Go to section 2.2)		I have been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm (Complete the section below)	
Please give details.			

2.3 POLICE INVESTIGATIONS – THIS SHOULD INCLUDE RELEVANT POLICE NON CONVICTION INFORMATION.

All investigations should be disclosed, not just those related to children.

I have never been subject to any police investigations (Go to section 2.4)		I have been subject to police investigations (Complete the section below)	
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:

2.4 SOCIAL WORK

I am not and have never been known to any social work department (Scotland) / social services department (in England and Wales) as an actual or potential risk to children (Go to section 2.5)		I am known to social work departments (Scotland) / social services departments (in England and Wales) as an actual or potential risk to children (Complete the section below)	
Please provide details			

2.5 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] _____

_____ [Post Code] _____

confirm that (cross out the statement that does not apply to you)

I am not subject to any of the disqualifications set out in section 17 of the Protection of Children (Scotland) Act 2003 or other such act.

OR

I am the subject of a disqualification from working with children under the Protection of Children (Scotland) Act 2003 or other such act. (please detail)

I understand that deliberately giving false information can result in prosecution.

Signed _____ Date _____



2.6 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 ANY criminal offence.

I give my consent to Clydesdale Cricket 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 Clydesdale Cricket 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 Clydesdale Cricket Club 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.



Please check you have answered all (2.1, 2.2, 2.3, 2.4, 2.5, 2.6) questions before returning the form.

