

Self-Declaration Form

Private and Confidential

The post that you have applied for is deemed to be regulated work with children. The position is therefore exempt from the **Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013**. You are therefore 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 2016. <https://www.mygov.scot/offences-always-disclosed/>

You 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." <https://www.mygov.scot/offences-disclosed-rules/>

Do you have any unspent convictions that you are required to disclose? If so, complete Part A in full.

Part A: Previous convictions – this section should be completed by all applicants

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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**Part B: Details of any disciplinary action relating to behaviour to children and young people
- this section should be completed by all applicants**

Have you been disciplined because of inappropriate behaviour towards a child or young person, which may have harmed them or put them at risk of harm? YES / NO (please circle)
If YES, please give details:

Part C: Police Investigations - this should include relevant police non-conviction

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:
Are you, or have you ever been, known to any Social Work Department/Social Services Department (in England and Wales) as an actual or potential risk to children? YES / NO (please circle)
If YES, please provide details:

Part D: The Protection of Vulnerable Groups (Scotland) Act 2007– this section should be completed by all applicants.

Before answering the question below, please read the following notes:

“Section 34 of the Protection of Vulnerable Groups Scotland Act creates an offence which an individual who is barred from regulated with children will commit if they do, or seek to or agree to do, any regulated work from which the individual is barred.

An individual is barred from regulated work with children if the individual is:

- (a) Listed in the children's list held by the Scottish Ministers under section 1(1) of the Protection of Vulnerable Groups (Scotland) Act 2007,
- (b) Included in the children's barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006 (c. 47),
- (c) Included (otherwise than provisionally) in the list kept under article 3 of the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003, or
- (d) An individual falling within subsection (3) of Section 92 of the PVG (Scotland) Act 2007

I _____ **[full name in block capitals]**

of **[address]**_____

_____confirm that I am not subject to

any of the disqualifications set out in section 92 of the Protection of Vulnerable Groups (Scotland) Act 2007.

OR

I am the subject of a disqualification from working with children under:

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

Signed: _____ Date: _____

Part E: Declaration – this section should 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 a criminal offence.

I give my consent to the Company carrying out a Disclosure check (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 the Company 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 childcare post, I agree to abide by the Scottish Social Services Council (SSSC) Code of Conduct and the organisation's 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.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH CARE AND LEARNING ALLIANCE. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

Please return the completed self-declaration form to the organisation in a separate envelope. Please DO NOT put your completed application form in the envelope with your Application. 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.