



Self-Declaration Form

For posts requiring an Enhanced Disclosure

Private and Confidential

It is the policy of RYA Scotland that all applicants for posts which involve direct contact with children and young people, whether paid or unpaid, are required to complete a Self-Declaration Form. Please read the following guidance notes, before completing this form.

Guidance Notes

RYA Scotland is obliged by law to ask all applicants for a post requiring an Enhanced Disclosure to give information relating to:

- Part 1** Previous Convictions
- Part 2** Disciplinary action relating to behaviour to children and young people
- Part 3** Police Investigations

It is vital that you complete this form accurately and honestly. The information you provide will be used to make an informed decision regarding your suitability for the post to which you have applied. Please ensure that you sign the declaration at **Part 4** and **Part 5**. Once we have received this form, we will check the information you have given us, with your Enhanced Disclosure certificate.

Part 1: Details of Previous Convictions (including spent convictions)

Date(s) of conviction(s):

Court(s) where your conviction was 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 difficulties/issues?

What have you learned from your experience?

Part 2: Details of any disciplinary action relating to behaviour to children and young people

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

If YES, please give details.

Part 3: Police Investigations - this should include relevant police non-conviction information (e.g. police cautions, procurator fiscal fines, and dropped charges)

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 or Wales) as an actual or potential risk to children?

YES/NO

If YES, please give details.

Part 4: Protection of Children (Scotland) Act 2003, Self Declaration

Before answering the question below, please read the following notes

Under Section 11 of the Protection of Children (Scotland) Act 2003, an individual who is disqualified from working with children will commit an offence 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, whether paid or unpaid, a disqualified person in a child care position.

Under Section 17 of the Protection of Children (Scotland) Act 2003, a person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in *the Disqualified form 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 with the meaning of the Criminal Justice and Court Services Act 2000.

To help us ensure that we are complying with the new child protection laws, please complete the following declaration.

*I confirm that I am **not** subject to any of the disqualifications set out in Section 17 of the Protection of Children (Scotland) Act 2003.*

OR

I am the subject of a disqualification from working with children under Section 17 of the Protection of Children (Scotland) Act 2003.

Signed: _____

Signed: _____

Date: _____

Date: _____

Part 5: Declaration

- *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 RYA Scotland carrying out an Enhanced Disclosure check and to requesting references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority.*
- *I agree to inform RYA Scotland 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 and/or the termination of my services.*
- *If I am appointed to a post, I agree to abide by RYA Scotland's 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 are 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 and/or the termination of my services.*

Signed: _____

Date: _____

Please note that any the information you provide will be treated in the strictest confidence. Please seal this form in a clearly marked envelope and return with your completed application form. This envelope will be opened only if you are selected for interview, otherwise it will be returned to you unopened. Your completed Self-Declaration Form will only be seen by those who have a responsibility for recruiting staff and volunteers.