



Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a charity we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

To: **Fiona Dowson, The Bridge Project, Manor Farm, St Joseph Street, Tadcaster LS24 9HA**

Position applied for: **Volunteer at Holiday Club for primary school aged children**

CONVICTION HISTORY

If you have **never** been convicted of a criminal offence or never received a caution, reprimand or warning then please select '**No**' below.

If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select '**No**' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select '**Yes**' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes /No (please circle)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes /No (please circle)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?
Yes/ No (please circle) If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?
Please include any disciplinary action taken by an employer in relation to your behaviour with adults.
Yes/ No (please circle) If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the Bridge Project responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the project. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the Bridge Project responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults. I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>
**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.

In order for you to volunteer at Holiday Club this year we would like to get two references for you. These can be your vicar, youth leader, teacher or any one who knows you well. Just not your mum or dad or close family member. We are going to email them a short questionnaire about you, so do ask them if this will be ok!

Referee 1	Referee 2
Name: Address: Email: Phone number: Who are they?	Name: Address: Email: Phone number: Who are they?