



Scottish Gymnastics Self declaration form for regulated work with children

Scottish Gymnastics and its member clubs are committed to the protection of children involved in gymnastics and have a duty to ensure the suitability of any individual applying to do regulated work (paid or voluntary) with children. Therefore before you can be appointed, even to an unpaid position within your club, Scottish Gymnastics 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 or (gain an update to your PVG record if already a member of the scheme) and to make a self-declaration of any relevant convictions or investigations.

Name: _____ **Club** _____

Role in club e.g. coach, helper etc. : _____

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*'.

Details of Schedule A1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Applicants 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.

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

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

PERSONAL DETAILS

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

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, please 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 statements 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 5 – 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 **Scottish Gymnastics** 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 **Scottish Gymnastics** 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:**
Declaration'

Please complete and return in a sealed envelope marked, '**Private and Confidential**'
to:
Claire Ritchie, Scottish Gymnastics, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh EH12 9DQ

Please also provide the name and contact details of two people (one being your present employer) who can provide a character reference. Both should not be related to you i.e. partner/husband/wife/sibling who we can contact

Name:

Email address:

Relationship to candidate:

Name:

Email address:

Relationship to candidate:
