

REGULATED WORK DECLARATION FORM

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Policy Statement

It is the policy of Forces Children Scotland that anyone applying to do regulated work with children is required to complete a self-declaration form as part of the recruitment process.

‘Regulated work with children’ posts are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2013. Candidates are therefore required to disclose all unspent convictions, cautions, and any relevant spent and non-conviction information. For further information please request and refer to the Forces Children Scotland on Staff and volunteer recruitment.’

Please note that any information you give in this form will be managed in the strictest confidence and in accordance with Forces Children Scotland Data Protection Policy.

Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position. However please note, all information provided on this form must be true and correct. Forces Children Scotland reserve the right to consider relevant action if false statements become known during selection processes and/or employment, if and as applicable.

Completing the form:

1. Please give details regarding any convictions and cautions under the heading in Section 1.
2. Please provide details of any disciplinary action in Section 2.
3. Please give details of any relevant non-conviction information in Section 3.
4. If you have no convictions, cautions, or relevant non-conviction information please go to Section 4.
5. Please read and understand the declarations in Sections 4 & 5.

Forces Children Scotland (formerly known as Royal Caledonian Education Trust)
Scottish Charity Number: SCO38722

Registered Address: C/O The Melting Pot, 15 Calton Road, Edinburgh, EH8 8DL

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Your completed self-declaration form will be seen by individuals in the organisation who have specific responsibility for recruiting staff and volunteers.

PERSONAL DETAILS

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			
Role being applied for / volunteering for:			

Section 1 – Convictions and Cautions
(please continue on a separate sheet, if necessary)

a)	Please give the date and details of the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
b)	Please give details of the reasons and circumstances that led to your offence(s).
c)	Has any other organisation(s) supported you to work through any of the above issues?

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d) Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc)?

e) What have you learned from the experience?

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)

(please continue on a separate sheet, if necessary)

a) Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known.

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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?

Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007

Please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act):

1. Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. Section 35 of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual 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 in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under section 15 of the PVG Act.
4. Under section 12 of the PVG Act an individual can be ‘considered for listing’ as information on their suitability to work with children is assessed.

*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’

*(please delete as appropriate)

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.

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PRINT NAME: _____

DATE: _____

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 Forces Children Scotland 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 Forces Children Scotland if I am convicted of an offence while a member of staff/volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
4. If I become considered for listing, I understand this will result in a precautionary suspension.
5. 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 for the organisation or the termination of my services.

PRINT NAME: _____

DATE: _____

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