

**CONFIDENTIAL**

Please insert the name of your Safeguarding Coordinator below:

.....

## Self Declaration Form for the safe recruitment of volunteers and paid staff in the Church of Scotland

Name of applicant: .....

Date of birth: \_ \_ / \_ \_ / \_ \_ \_ \_ (DD/MM/YYYY)

Telephone number(s): .....

Name of post(s) applied for: .....

Congregation: .....

Boys' Brigade or Girls' Brigade company if applicable: .....

All applicants for paid and voluntary posts working with children or protected adults in Church congregations must complete this form and return it in the confidential envelope provided. Please read the **accompanying guidance notes** to find out more about why we use this form.

**New Rules:** In 2018 the Scottish Government made changes about what conviction information needs to be disclosed. The new rules are complicated as illustrated by the official Disclosure Scotland wording about these changes:

1. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST BE DISCLOSED SUBJECT TO EXCEPTIONS' of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2018.

OFFENCES WHICH MUST ALWAYS BE DISCLOSED: see link below.

<https://www.mygov.scot/offences-always-disclosed/>

2. 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.

OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES: see link below.

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

For more information see: <https://www.mygov.scot/convictions-higher-disclosures/>

You can make better use of these web links by using the electronic version of this form that can be found on the Safeguarding Service webpages at [http://www.churchofscotland.org.uk/about\\_us/safeguarding\\_service/key-publications](http://www.churchofscotland.org.uk/about_us/safeguarding_service/key-publications) – scroll to the end of the page to see form SG3.

## Questions

If the answer is 'yes' to any of the following please give the details on page 3.

Have you ever been charged or convicted of any offence that you must tell us about under the New Rules? <i>Please give details in section 1 page 3.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you at present the subject of a criminal investigation or do you have a prosecution pending? <i>Please provide details in section 1 on page 3.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of disciplinary proceedings that have been upheld in any paid or voluntary work because of reported harmful conduct towards children or protected adults? <i>Please provide details in section 2 on page 4.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently the subject of disciplinary proceedings in any paid or voluntary work because of reported harmful conduct towards children or protected adults? <i>Please give details in section 2 on page 4.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been disqualified from any post working with children or protected adults? e.g. Listed or Barred by Disclosure Scotland or any similar government organisation in any country? <i>Please give details in section 2 on page 4.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently under consideration for Listing (barring from working with children or protected adults) by Disclosure Scotland or a similar organisation in any other country? <i>Please give details in section 2 on page 4.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been de-registered or disqualified from working by the Scottish Social Services Council (SSSC), the General Teaching Council for Scotland (GTCS) or England or any other professional or regulatory body? <i>Please give details in section 2 on page 4.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Declaration

To help us ensure that we are complying with all legislation for protecting children and protected adults, please complete the following declaration.

- I confirm that the information contained on this form is true and accurate.
- I confirm that I am *not barred* from working with children or protected adults, or under consideration for Listing, as in The Protection of Vulnerable Groups (Scot) Act 2007 or under the Protection of Freedoms Act 2012 in England and Wales. It is a criminal offence for a barred person to seek, apply or undertake work from which they are barred.
- I confirm that I am: (Please tick relevant box)
  - an EU Citizen; or
  - I have been granted leave to remain in the United Kingdom and that the voluntary work I have agreed to undertake is permitted in terms of my immigration status; or
  - I have been granted a Visa or will make application for a Visa that allows or will allow me to work in the United Kingdom and that the work I have agreed to undertake is or will be permitted in terms of my immigration status.
- I agree to contact the Safeguarding Service to let them know about any convictions that I get in the future whilst I am in post as a paid member of staff or a volunteer doing Regulated Work in the Church.

**Sign and print name:** ..... **Date:**.....

The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation, through presbytery, is registered with the Information Commissioner's Office and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <https://www.ico.org.uk/>

The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for the purpose of the **administering the recruitment process in relation to the role applied for**. The full Privacy Notice of the Church of Scotland is available from the Church of Scotland website. Please visit the website for details.

Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Coordinator.

## Details about convictions, cautions, charges and disciplinary action.

Include admonitions and absolute discharges if they fall within the New Rules. See the note on page 1, and the accompanying guidance notes about how the New Rules should be used.

Please provide detailed information under each of these headings if they apply to you. This will enable us to process your application quicker. We may also contact you by telephone if you have not provided sufficient information on this form.

### Section 1: convictions, cautions and charges

Please give the name of the conviction, caution or charge, the dates and the sentence or disposal for each.

Please describe the reasons and circumstances that led to the offence: what happened, when, where and who else was involved?

If applicable, how has your behaviour or life changed since your convictions, cautions or charges?

## **Section 2: disciplinary proceedings, Disclosure Scotland Listing or currently Under Consideration for Listing**

Please tell us about disciplinary proceedings that have been upheld or are currently underway relating to Regulated Work, what the outcome was; whether you have ever been Listed by Disclosure Scotland or are *currently* under consideration for listing; or disciplined or de-registered by any professional regulatory body?

If you wish to provide more information, please attach this on an additional sheet.