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**PVG Information Request**

**SG03 (Self-Disclosure) Form**

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| Please read the information on the following pages carefully, before answering the questions that follow.Every section where a response is required has bold-bordered box.You are not required to show this document to your Safeguarding Coordinator. It should be sent by you to the Safeguarding Service along with your SG03a PVG Information Request form and the PVG Information Request Coversheet. |

**Guidance on completing this document**

**The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) (as amended)**

**This information will help you complete Sections** [**1**](#Section1)**,** [**2**](#Section2) **and** [**3**](#Section3) **of this form**

The post that you have applied for requires a standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation:-

* Rehabilitation of Offenders Act 1974 (as amended)
* Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
* Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
* Police Act 1997 (as amended)

You are therefore required to disclose certain convictions below but you should not tell us about any convictions which were gained before the age of 12.

Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974.

This guidance relates to recruitment in Scotland. If you are being recruited in England, Wales or Northern Ireland, you should refer to that country’s guidance on what to disclose.

The Recruiting People with Convictions Policy (please read prior to completion of the form) and Summary guidance for the self-disclosure of previous convictions & alternatives to prosecution in Scotland under the Rehabilitation of Offenders Act 1974 (Appendix 2 – 5) [can be found on our website](https://www.churchofscotland.org.uk/__data/assets/word_doc/0009/79677/SG3-Policy-and-Guidance-March-2021.docx). Please read any section relevant to you prior to completion of the form.

**Conviction disclosure guidelines**

**This information will help you complete Sections** [**2**](#Section2) **and** [**3**](#Section3) **of this form**

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| **Minor conviction** | **Conviction detailed in Appendix 3** | **Conviction detailed in Appendix 4** | **A custodial sentence of more than 48 months** |
| Will be detailed for the rehabilitation period as detailed in Appendix 2 and Appendix 5. The conviction will not be detailed after it becomes spent. | Will be detailed for a minimum of 15 years (7½ years if under 18 at the time of conviction) and then, if spent, the individual can apply to have the information removed. | Will be detailed for a minimum of the rehabilitation period and then potentially for up to 15 (or 7½ years if under 18 at the time of conviction) from the date of conviction. After the initial rehabilitation period and if spent, the individual can apply to have the information removed.  The conviction will not be detailed after this period. | Never spent |

**Spent convictions**

**This information will help you complete** [**Section 3**](#Section3) **of the form**

Section 3 of this form deals with spent convictions and should only be completed following the guidance below if you will be applying for a standard, enhanced or PVG disclosure but you should not tell us about any convictions which were gained before the age of 12.

The Recruiting People with Convictions Policy gives 2 lists of offences that may be disclosed for an extended period.

Convictions detailed in Appendix 3 of the Recruiting People with Convictions Policy should only be detailed if 15 years (if 18 or over at the time of conviction) or 7½ years (if under 18 at the time of conviction) from the date of conviction have not passed, unless you received a custodial sentence exceeding 48 months in which case you must always disclose this information.

Those in Appendix 4 of the Recruiting People with Convictions Policy should only be disclosed above if they are unspent.

If you have any convictions for offences detailed in these lists which are now considered to be spent in normal circumstances, you should not disclose these on this form, however, please be aware that if you are applying for a Standard, Enhanced or PVG disclosure, this information can be released on your certificate for longer than the normal rehabilitation period (see Conviction Disclosure Guidelines in Appendix 2 of the Recruiting People with Convictions Policy).

Disclosure Scotland will notify you if you have any convictions which fall under this extended disclosure period as you can (if you wish) apply to have this information removed from your disclosure.

Where such information is released, we will discuss this with you when we receive our copy of your disclosure.

Please note that applying to have this information removed does not guarantee its removal, the final decision on this will be made by a Sheriff or using the review mechanism when it becomes available.

If you have any convictions detailed in Appendix 3 of the Recruiting People with Convictions Policy and the extended disclosure period has not passed, please provide the information in [Section 3](#Section3) of this form.

**Overseas police checks**

**This information will help you complete** [**Section 5**](#Section5) **of this form**

As per the Church of Scotland Safeguarding Act 2018, the Church of Scotland requires an overseas police check from:

* Those who have spent six months or more (in a single period) in a country other than the UK in the last ten years;
* Those who were born and have lived overseas until adulthood (the age of 18)

If this applies to you, you must obtain an official statement from the country(ies) concerned confirming that you do not have any criminal record proceedings pending. The police check should cover the entire country, not just one state or province. For example, an FBI clearance is required for the USA and RCMP clearance is required for Canada. For details on how to apply for overseas police checks, please see [the UK Government guidance](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants).

Overseas police check statements are only valid for application purposes for a period of six months from the date of issue. This does not apply if you relocated to the UK before the six-month period expired and you have not been resident in any other country(ies) since relocating to the UK.

If an applicant is applying for PVG to work with children only and a police check is required from their country of nationality, Disclosure Scotland will check their criminal history information in the following countries and the UK through the PVG process. A separate police check from their country of nationality will not be required:

Germany, Lithuania, Netherlands, Portugal, Romania, Hungary, Greece, France, Ireland, Italy, Spain, Poland

Please note that this relates only to applicants who are nationals/citizens of the country/ies on the list.

It does not relate to UK citizens who lived in any of the countries on the list.

It is the responsibility of the applicant to obtain any police checks required. These should be submitted as part of the PVG application, along with this SG03 form, the PVG Information Request form and the coversheet. If you are unable to obtain an overseas police check, please contact the Safeguarding Service on 0131 240 2256.

**Data Protection Act 2018 and GDPR**

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.

The Church of Scotland 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 information you provide on this form will be shared with the Church of Scotland Safeguarding Service for the purposes of safe recruitment within congregations of the Church.

The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with only for the purpose of the administering the recruitment process in relation to the role applied for.

In the event that you are recruited this information will be held on your employment file or otherwise destroyed after six months.

The full Privacy Notice of the Church of Scotland is available from the Church of Scotland website, here: <https://www.churchofscotland.org.uk/using-our-site/privacy-tre/privacy-information-for-offline-processing>. Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Service.

***If you have printed this form and are completing it by hand, please continue your answers on a separate page if necessary (noting the relevant question number)***

**Section 1**

These questions should be answered with reference to the information earlier in this document about [The Rehabilitation of Offenders Act](#RehabAct)

|  |  |
| --- | --- |
| **1.1 Have you ever been charged or convicted of any offence that you must tell us about under the New Rules? If yes, please give details in the table in Section 2** | **Yes/No** |
| *If you answered Yes to this question, please describe the circumstances that led to the offence:* |

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| --- | --- |
| **1.2 Are you at present the subject of a criminal investigation or do you have a prosecution pending?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| --- | --- |
| **1.3 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?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| **1.4 Are you currently the subject of disciplinary proceedings in any paid or voluntary work because of reported harmful conduct towards children or protected adults?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| --- | --- |
| **1.5 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?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| **1.6 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?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| **1.7 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?** | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

**Section 2**

These questions should be answered with reference to the information earlier in this document about [The Rehabilitation of Offenders Act](#RehabAct) and the [Conviction Disclosure Guidelines](#DisclosureGuidelines)

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| **2.1 Do you have any unspent convictions?** | **Yes/No** |

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| ***2.1a If you have answered Yes to the above question and/or Section 1 Question 2, please provide details below. All unspent convictions must be disclosed.*** |
| **Date**  | **Court** | **Offence** | **Disposal** |
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**Section 3**

This section should be completed with reference to the information earlier in this document about [Spent Convictions](#SpentConvictions) and the [Conviction Disclosure Guidelines](#DisclosureGuidelines)

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| **3.1 Do you have any spent convictions detailed in Appendix 3 of the 2020 amendment order** **for which the extended disclosure period has not passed?** | **Yes/No** |

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| ***3.1a If you answered Yes to the above question, please provide the information below.*** |
| **Date**  | **Court** | **Offence** | **Disposal** |
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**Section 4**

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| **Barred lists declaration**I understand that my role involves regulated work and confirm that I am not barred from the relevant regulated work group(s). |
| **Signature** (a typed signature is acceptable) |  |
| **Date** (must be within 3 months of application being submitted to the Safeguarding Service) |  |

**Section 5**

These questions should be answered with reference to the information earlier in this document about [Overseas Police Checks](#OverseasPolice)

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| **5.1 Please highlight or circle whichever statement below applies to you (or delete those not applicable to you):** |
| I am a UK citizen  |
| I am an Irish citizen |
| I have been granted leave to remain in the United Kingdom and that the voluntary or paid work I have agreed to undertake is permitted in terms of my immigration status |
| I have been granted a Visa that allows me to work in the United Kingdom and the work I have agreed to undertake is permitted in terms of my immigration status. |
| Other (*please specify*)  |

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| --- | --- |
| **5.2 Please state your town of birth** |  |
| **5.3 Please state your country of birth** |  |

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| --- | --- |
| **5.4 Did you live overseas at any time before reaching the age of 18?** | **Yes/No** |
| ***5.4a If you answered Yes to this question, please provide details below*** *(add extra rows if required)* |
| **Country** | **Resident from**  | **Resident until** |
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| ***5.4b If you answered Yes to question 5.4, please indicate the date you arrived in the UK*** | dd/mm/yyyy |

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| --- | --- |
| **5.5 Have you lived anywhere other than the UK for a period of 6 months or more during the last 10 years?** | **Yes/No** |
| ***5.5a If you answered Yes to this question, please provide details below*** *(add extra rows if required)**Note: You are required to obtain a police check from each country you have listed below.* |
| **Country** | **Resident from**  | **Resident until** |
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**Section 6**

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| **6.1 Safeguarding Coordinator name** |  |
| **6.2 Congregation the applicant will be volunteering/working with** |  |

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| **6.3 Position applied for**Note: If you are applying for a Ministries position, please choose from the following options: Interim Moderator, Locum-Minister, Locum-Other, Ministries Applicant-Discernment Scheme, Ministries Candidate, Minister of Word and Sacrament, Ministries Reader, Ministries Development Staff, Ordained Local Minister |  |
| ***6.3a Boys’ Brigade Company name*** *(if applicable)* |  |
| ***6.3b Girls’ Brigade Company name*** *(if applicable*) |  |

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| **6.4 Applicant name** |  |
| **6.5 Applicant date of birth** |  |
| **6.6 Applicant phone/mobile number(s)** |  |
| **6.7 Applicant address** |  |

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| **Declaration**I certify that the information contained in this form is true and complete to the best of my knowledge and belief. I understand that any false information or omission in the information I have given may lead to the immediate suspension or termination of my volunteering or employment with the organisation.I agree to contact the Safeguarding Service to let them know about any convictions that I receive in the future whilst I am in post as a paid member of staff or a volunteer doing Regulated Work in the Church.I confirm that I have read and understood this declaration.  |
| **Signature** (a typed signature is acceptable) |  |
| **Date** (must be within 3 months of application being submitted to the Safeguarding Service) |  |