**SELF-DECLARATION**

**REGULATED WORK WITH CHILDREN**

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

Please note that any information given in this form will be managed according to the Cricket Scotland Data Protection Policy and the Secure Handling, Use, Storage and Retention of Disclosure Information Policy.

**Fair Processing Notice**

The Data Protection Act 1998 and GDPR require that you are informed about how your personal information will be used. For the purposes of child wellbeing/protection matters, the Club/Organisation may share information about you with Cricket Scotland where it has been alerted to circumstances that might affect your status as a member of the PVG Scheme for regulated work with children or your suitability to carry out the regulated work role for which you have applied/been appointed or are already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the designated Child Wellbeing and Protection Officers of your Club/Organisation and Cricket Scotland, together with the Cricket Scotland PVG Administrator.

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename(s):** |  | **Home Tel. No.** |  |
| **Surname:** |  | **Mobile Tel. No.** |  |
| **Address:** |  | **Email Address:** |  |
| **Post Code:** |  | **Date of Birth:** |  |

|  |  |
| --- | --- |
| **Name of Club/Organisation:** |  |
| **Position within Club/Organisation applied for: (Tick Box)** |
| **Coach**  |  | **Child Protection Officer**  |  |
| **Assistant Coach** |  | **Parent Helper** |  |
| **Team Manager/Organiser** |  | **Physiotherapist** |  |

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

The post that you have applied for 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 (guidance on such convictions can be obtained through the link at the bottom of this form) 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.

**Unspent Convictions**

**You must complete this section.**

|  |  |
| --- | --- |
| **Yes**  |  |
|  **No**  |  |

Do you have any unspent

convictions?

**All unspent convictions must be disclosed. Please provide details of any unspent convictions here:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Disposal** |
|  |  |  |  |
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**Spent Convictions**

This section should only be completed following the guidance below and the link to the Appendices at the bottom of this form.

The 2020 amendment order gives 2 lists of offences that may be disclosed for an extended period.

Convictions detailed in Appendix 3 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 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 in a PVG disclosure, this information can be released on your certificate for longer than the normal rehabilitation period (see Conviction Disclosure Guidelines in Appendix 2). 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 and the extended disclosure period has not passed, please provide the information here**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Disposal** |
|  |  |  |  |
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**Conviction Disclosure Guidelines**

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you currently a member of the PVG Scheme? (Tick box)**  |  | **No** | **Yes** |

**Declaration**

* **I understand that it is an offence to seek or agree to carry out any regulated work (paid or unpaid) with children whilst barred or considered for listing through the Protection of Vulnerable Groups Act 2007.**
* **I confirm that I am not barred or being considered for listing.**
* **I agree to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act).**
* **I agree to inform my Club/Organisation Child Wellbeing and Protection Officer if I am convicted of an offence whilst a member of staff/volunteer with the Club/Organisation. I understand that failure to do may lead to the immediate suspension of my work (paid or unpaid) for the Club/Organisation and/or termination of my services.**
* **I agree to abide by the Club/Cricket Scotland Child Wellbeing and Protection Policy.**
* **I agree to the terms of information sharing as detailed within the above Fair Processing Notice**
* **I confirm that the information contained in this form is true and correct to the best of my knowledge. I realise that the provision of false information may lead to immediate suspension and/or termination of my services.**

**Signed: Date:**

**BELOW SECTION TO BE COMPLETED BY CLUB CWPO**

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Supplied By** | **Written Reference** | **Verbal Reference** |
| **1.** | **Name:****Address:** | **Yes/No** | **Yes/No** | **PROVIDED TO:** |
| **2.** | **Name:****Address:** | **Yes/No** | **Yes/No** | **PROVIDED TO:** |

**Return the completed form to your Club/Organisation’s Child Wellbeing and Protection Officer.**

**Click** [**HERE**](http://www.cricketscotland.com/wp-content/uploads/2021/11/Appendices_recruiting_with_convictions_policy_and_self-disclosure-.docx) **for link to Appendices document, which can be found on the Cricket Scotland website PVG page**