**APPENDIX 3 – SG1 SELF-DECLARATION AND DISCLOSURE FORM**

**Private and confidential**

For roles involving contact with children (under 18 years old) or adults at risk.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

If the role you have applied for involves regular contact with or responsibility for children, you may also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role.

Please complete this Self-Declaration and Disclosure form openly and honestly.

|  |  |  |
| --- | --- | --- |
| **PART 1:** | | |
| Surname: | First Name: | |
| Date of Birth: | | |
| **PART 2:** | | |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children or vulnerable adults? | | YES / NO  (if Yes, provide information below): |
|  | | |

|  |  |
| --- | --- |
| Have you ever been convicted or apprehended under the following offences which are not eligible for DBS filtering such as:   * Offences involving violence * Safeguarding offences * Sexual offences * Drugs offences that involve supply Full details are here:   https://[www.gov.uk/government/publications/filtering-rules-](http://www.gov.uk/government/publications/filtering-rules-) for-criminal-record-check-certificates | YES / NO  (if Yes, provide information below): |
|  | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults? | YES / NO  (if Yes, provide information below): |
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| --- | --- | --- |
| **CONFIRMATION OF DECLARATION (TICK BOX BELOW)** | | |
|  | I agree that the information provided here may be processed in connection with recruitment/retention purposes and I understand that my role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to **CLUB NAME** attention. | |
|  | In accordance with the club’s procedures if required, I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | |
|  | I agree to inform **CLUB NAME** within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. | |
|  | I understand that the information contained on this form, the results of any DBS check and information supplied by third parties may be supplied by the club to other persons or organisations in circumstances where this is considered necessary to safeguard other children. | |
| Signature or E-Signature | |  |
| Date: | |  |