

## **Self Disclosure Form – Part Two**

*In order to protect young people within the Club, the role for which you are being considered is exempt from the Rehabilitation of Offenders Act 1974. This means that you are required to provide details of all convictions, cautions, suspensions, formal warnings and reprimands, even if they would otherwise be considered 'spent'. This includes motoring-related offences and pending court cases. Any information declared will remain confidential and will be considered only with regards to its relevance to your role within the club.*

Please answer the following questions, then sign and date the following form

**Have you ever been convicted, cautioned, bound over, suspended, formally warned or reprimanded, or do you have any pending court cases?**

**Yes / No (delete as appropriate)**

**If 'Yes', please supply details below, including the nature of the offence, the date and the sentence imposed:**

**Do you know of any reason why you should not work directly with children, or in an environment where children are present (i.e. are you known to any Social Care Services Department as being an actual or potential risk to children, have you had a disciplinary sanction from another club, Governing Body or other organisation relating to child welfare etc.?)**

**Yes / No (delete as appropriate)**

**If 'Yes', please supply details below:**

**I declare that the information above is correct, and I agree to inform the Club Child Welfare Officer within 24 hours if I am subsequently arrested or investigated in relation to Child Welfare concerns, and within 7 days if any other information in Part Two changes. I understand that provision of false information or failure to provide updated information is a disciplinary offence.**

**Signed: \_\_\_\_\_**

**Date:**

\_\_\_\_\_

## **Guidance Notes for Using DBS Disclosures / Self Disclosures**

The information provided by both DBS Disclosures and Self Disclosures is of a sensitive, personal nature, and is covered by the Data Protection Act.

### **CRB Disclosures**

When DBS Disclosures are applied for, you will receive a Code of Practice from the DBS relating to the handling and storing of information (for more information see [www.disclosure.gov.uk](http://www.disclosure.gov.uk))

### **Self Disclosures**

#### **Handling Information**

Information provided on a Self Disclosure Form must be only be disclosed to those who 'need to know', i.e. the Club's Child Welfare Officer(s), and must only be used for the specific reason for which it was collected. For example, it must not be passed on to another club that the individual is involved with, or discussed with other club members who are not directly involved with Child Welfare.

#### **Storing Forms**

All Self Disclosure forms must be kept securely in lockable storage with access strictly limited to those who are entitled to see it, e.g. the Club's Child Welfare Officer(s). Copies of forms should not be made, and originals should be securely destroyed (i.e. shredded / burned) no longer than six months after a decision has been made about a person's suitability for a role within the club. However, we recommend that you keep a record of the names of people who have completed Self Disclosures, the date they completed the form and of the decision made about their suitability for a role within the club (but not details of any convictions etc.)

**Dealing with Disclosure of Convictions, Cautions etc.** If a DBS Disclosure or Self Disclosure reveals details of any convictions, cautions etc., careful consideration must be given regarding whether these details affect the person's suitability for the specific role within your club that they are being considered for.

**In the first instance we recommend that you contact your National Governing Body's Child Protection / Welfare Officer for advice.**

When making a decision we recommend that you take into account:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the person concerned.

Each situation will need to be considered separately, as no two sets of circumstances are likely to be the same. For example, if a person was convicted of a speeding offence 15 years ago, you may feel it has no relevance to their ability to run the tuck shop on club nights. However, if they have several recent convictions for drink-driving, they would be highly unsuitable to drive the club's minibus to competitions.

When considering information provided on DBS / Self Disclosure Forms and making a decision about a person's suitability to fulfil a role within your organisation, we recommend that this is done by a panel rather than an individual. This panel should include the Club's Child Welfare Officer(s) and other suitable members of the Club's Committee. It may be appropriate for the panel to speak to the individual concerned to find out the details surrounding the offence in order to make a more informed decision, and the individual should be informed of the panel's final decision and the reasons for this. However, no information other than the panel's final decision on suitability should be communicated to anyone else within the club.