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# **Criminal Convictions Declaration:**

# **Regulated Work**

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

Regulated work with children is any role, paid or voluntary, where the normal duties include caring for, supervising or being in sole charge of children.

Regulated work is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2013. Candidates are therefore required to disclose all unspent convictions, cautions and any relevant spent and non-conviction information. For more information about relevant convictions, cautions or non-conviction information please refer to [Spent and unspent convictions - mygov.scot](https://www.mygov.scot/spent-and-unspent-convictions)

Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the circumstances and background of any offences and the nature of the position. However please note, all information provided on this form must be true and correct. Children First reserve the right to consider relevant action if false statements become known during selection processes.

The information provided will be treated in the strictest confidence and handled in accordance with the The UK General Data Protection Regulation (UKGDPR) and the Data Protection Act 2018. It will be used to process your application.

If you do not commence volunteering with Children First, the information will be retained for one year after the date of application, after which time it will be destroyed.

If your application is successful, the information will form part of your volunteer file and we will process it for purposes in connection with your voluntary role.

|  |  |
| --- | --- |
| Name |  |
| Role applied for | Family Wellbeing Volunteer - Edinburgh |

I consent to my personal information being used for the purposes and on the terms set out above.

|  |  |
| --- | --- |
| Signed: | Date: |

You can read our Privacy Statement relating to volunteering applicants here: [www.childrenfirst.org.uk/terms-and-conditions/privacy-policy/](http://www.childrenfirst.org.uk/terms-and-conditions/privacy-policy/)

**If you have no relevant convictions, cautions or non-conviction information please go to Section 4.**

For more information about relevant convictions, cautions or non-conviction information please refer to [Spent and unspent convictions - mygov.scot](https://www.mygov.scot/spent-and-unspent-convictions)

**Section 1 – Relevant convictions and Cautions**(please continue on a separate sheet, if necessary)

|  |
| --- |
| 1. Please give the date and details of the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard. |
| 1. Please give details of the reasons and circumstances that led to your offence(s). |
| 1. Has any other organisation(s) supported you to work through any of the above issues? |
| 1. Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc)? |
| 1. What have you learned from the experience? |

**Section 2 – Relevant non-conviction information (including any police information)**

(please continue on a separate sheet, if necessary)

|  |
| --- |
| 1. Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known. |

**Section 3 – Details of any disciplinary action in relation to children**

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| --- |
| If you have ever been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm, please give details: |

**Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007**

Please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. *Section 34* of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. *Section 35* of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
   * The subject of an automatic listing (under *section 14* of the PVG Act).
   * Included in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under *section 15* of the PVG Act.
4. Under *section 12* of the PVG Act an individual can be ‘considered for listing’ as information on their suitability to work with children is assessed.

Please indicate your eligibility to work with children by selecting one of the following:

|  |  |
| --- | --- |
| I am not barred from regulated work with children, nor am I under ‘consideration for listing’ |  |
| I am under ‘consideration for listing’ |  |
| I am barred from regulated work with children |  |

**Section 5 – Declaration**

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a relevant criminal offence.
2. I will assist Children First to request a Scheme Record / Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform Children Firstif I am convicted of an offence while a member of staff / volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and / or the termination of my services.
4. If I become considered for listing, I understand this will result in precautionary suspension.
5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

|  |  |
| --- | --- |
| Signed: | Date: |