



Guidance Notes

As required in Scottish Curling's Child and Adults Protection Policies and Procedures this form must be completed by all members for positions that require contact with children and/or adults at risk and must be completed in conjunction with all PVG applications.

Scottish Curling is committed to the protection of children and adults involved in sport and has a duty to ensure the suitability of any individual who works with children and/or adults at risk. Please note that we will notify the Child Protection Officer/Safeguarding Officer of all club(s)/group(s) you work with, of your suitability to work with children and/or adults at risk. To fulfil this responsibility, we ask that you complete this form having read the guidance notes attached.

Note: You are advised, under the provisions of the Rehabilitation of Offenders act 1974 exclusions and exemptions (Scotland) order 2003 to declare all convictions including 'spent' convictions.

Scottish Curling will not discriminate unfairly against applicants with a criminal record, cautions, reprimands and final warnings. Having a criminal record will not necessarily bar an applicant from working, whether in a paid or voluntary position, for the Association or its member clubs. The nature of disclosed information and its relevance to the post applied for will be discussed and assessed by following the procedures set in the Scottish Curling Safe Recruitment policy. However, should a PVG Scheme Record check detail that the applicant is fully listed on the on the PVG Children's list or the PVG adults at risk list, therefore barred from working with these groups, this person will be disqualified from working with these groups within the sport (whether paid or voluntary).

Please complete the checkbox on the next page and sign the declaration at the bottom, print and return. The additional information pages only need to be printed and returned if you answer YES to any of the check sheet questions.

Scottish Curling is committed to protecting your privacy. By completing the attached forms your personal information will be held and use in line with our Privacy Notice. Our privacy notice is on our website at <https://www.scottishcurling.org/scottish-curling-privacy-notice/>.

Please print, sign and date all forms and return in a sealed envelope marked **Private and Confidential** to:

**Nicola Glencross
PVG Lead Collator**

**Scottish Curling
2A Ochil House
Springkerse Business Park
Stirling, FK7 7XE**

SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

The role of **Coach / Volunteer / Helper** (please delete as appropriate) at Scottish Curling is 'regulated work' with children or adults at risk. Before Scottish Curling can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Applicants are not required to disclose spent convictions for offences included in schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesThatWillAlwaysBeDisclosedv1Website10September2015.pdf>

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesThatWillBeDisclosedSubjectToRulesv1Website10September2015.pdf>

Information given is confidential and will be managed according to our data protection policy and will only be shared with those officials responsible for making safe appointment decisions within the club(s) / group(s) for which the applicant is being deployed.

PERSONAL DETAILS

Title:		Tel No:	
Full Name:		E-mail:	
Address:			
Post Code:			

DETAILS OF ROLE WITHIN SPORT e.g. Assistant Coach U12s

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Please detail all curling club(s) or group(s) you will be coaching/volunteering with (if known)

Name of Club / Group	Club / Group Contact Name	Contact Email and/ or Telephone Number

Section 1 – Unspent Convictions and Cautions (must be disclosed)

- a) Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
- b) Please outline the circumstances that led to your offence(s).
- c) Please give details of the sentence imposed and how it was completed (for example paid fine as required) Include information on conditions attached to your probation/community service/supervised attendance order.

Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm? **YES/NO**

If YES, please give details.

Section 3 – Relevant non-conviction information (including any police information)

- a) Please give details of any investigations and outline the reasons and circumstances and disposal if known*.

***Please note that Section 3 a) does not require details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.**

- b) Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? **YES/NO**

If yes, please provide details

Section 4 – Other relevant information

Please give details of any other relevant information which you think we should be aware of when considering your application:

Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. *Section 35* of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is 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 on the PVG Children's List and/or the Disclosure and Barring Service Children's List which covers the rest of the UK.
 - 'Considered for listing' while information on their suitability is assessed.

Please delete the following statements as appropriate:

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

OR

*I am under 'consideration for listing'

Section 6 – 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 criminal offence.
2. I will assist Scottish Curling 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 Scottish Curling if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.
4. If I become 'considered for listing', I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

Signed: _____ **Date:** _____

Please complete and return in a sealed envelope marked, '**Private and Confidential – Nicola Glencross**'.

REFERENCES

Please provide the name and address of two people who we can contact for a reference. If you have experience in a previous role working with children / adults at risk at least one referee in relation to this should be provided. Referees should not be related to you.

Reference 1

Name:
Address:
Email:
Contact number:
Relationship to candidate:

Reference 2

Name:
Address:
Email:
Contact number:
Relationship to candidate: