

Self-Declaration Form

For roles involving contact with children (under 18 year olds)

In order to ensure a responsible approach to safeguarding by volunteers, BSAC requires completion of a self-declaration and disclosure form by those working with children and vulnerable adults in a non-regulated activity. This would include Assistant Instructors.
(See Buddy Guard the BSAC Child Safe Guarding Policy and Procedures for details.)

You are required if working in a regulated activity (See Buddy Guard) to obtain a DBS Enhanced Disclosure certificate through the Disclosure & Barring Service (DBS).

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 1998 and/or the General Data Protection Regulation (GDPR).

Private and Confidential

Please fully complete the section below

Part One

Name:		Date of Birth	
Address			
Tel No:		Email Address:	
Membership No.		Branch No.	

<i>For completion by the organisation:</i>	
Identification <i>(tick box below)</i> :	
	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
Supervision <i>(tick box below)</i> :	
	I confirm that the above named individual is not in a regulated activity and will be supervised at all relevant times.
Signature of authorised Officer:	
Print name:	
Date:	

Part Two

NOTE:

If the role you have applied for involves frequent or regular contact with or responsibility for children you will 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 (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that my ability to conduct an activity may be withdrawn or exclusion from membership may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation'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.
<input type="checkbox"/>	I agree to inform the organisation 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.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature:	
Print name:	
Date:	