

# Safer Recruitment: Self-Declaration Template



**Every organisation involved in the provision of physical activity and sport has a duty to ensure the safety and welfare of their participants, members and volunteers. The way you design your recruitment processes can help give you confidence that the people you are recruiting are suitable. Recruitment processes that take this pro-active approach are often referred to as 'safer recruitment processes' and self-declaration can play an important role in this. This document explains what self-declaration is, sets out the benefits of doing it, and provides a template for use with volunteers who are likely to come into contact with children and young people under 18.**

## What is self-declaration?

Self-declaration requires an individual to give information about themselves that will be used to help determine their suitability for carrying out a role where they will come into contact with children and young people. It can be also be used for people who will have no unsupervised contact or direct responsibility for children and young people e.g. serving the teas in the clubhouse, marshalling events or occasionally helping officiate junior games and events. **Self-declaration doesn't replace the need for a DBS disclosure check for eligible roles, but can provide additional information that a DBS check will not.** For more information about self-declaration, visit the [Child Protection in Sport Unit](#).

## Benefits of self-declaration

The benefits of using self-declaration forms include being able to:

- Check the openness and honesty of a candidate, including being able to validate the information provided against any DBS disclosure information.
- Ask questions about an applicant's background or experience that do not feature in the DBS process.
- Gain a wider range of consents and agreements than are included on a DBS application form, such as; informing their employer if they are arrested/investigated in relation to safeguarding concerns, agreement to comply with safeguarding policies and a code of conduct.
- Gain consent to clarify any information arising as part of the DBS disclosure process.
- Gain permission to share information with other organisations and agencies if this is considered necessary to safeguard children and young people.



# Self Declaration and Disclosure Form – Template

## Private and Confidential

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

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.

## Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female / Other (please specify):
Identification ( <i>tick box below</i> ):	
<input type="checkbox"/>	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.
<b>Either</b>	
UK Passport Number and Issuing Office (or international equivalent)	
UK Driving Licence Number ( <i>with picture</i> ) (or international equivalent)	
<b>Plus</b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	

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## Part Two

**NOTE:** If the role you have applied for involves frequent or regular contact with or responsibility for children and young people you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate. This will provide details of any criminal convictions and may also include a Barring List check depending on the nature of the role.

<b>For completion by the individual (named in Part one):</b>	
Have you ever been known to any Children's Services department as being a risk or potential risk to children or young people?	YES / NO (if Yes, please provide further 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 young people?	YES / NO (if Yes, please provide further information)
Confirmation of Declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that a volunteering opportunity may be withdrawn 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 and young people.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

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