

Self-Declaration Form

for staff and volunteers working with children and young people under 18

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

All information on this form, and on any attached sheets, is handled and held securely in accordance with the terms of the RSCM Policy on Working with Children and Young People and the Data Protection Act 1998

1. Have you previously completed an RSCM self-declaration?

If so, when? _____ Yes No Please tick

2. Have you previously undergone checks through the Criminal Records Bureau?

If so, when? _____ Yes No Please tick

3. PERSONAL DETAILS

Title & Full Name: _____

Details of any previous names you have ever been known by since the age of eighteen other than the name given above: _____

Address: _____

_____ Post Code: _____

Tel. No. (Home): _____ (Mobile): _____

Email: _____ Date of birth: ____ / ____ / ____

How long have you lived at the above address? _____

If less than 12 months please give your previous address: _____

How long did you live there? _____

4. REFERENCES

Please provide the names and addresses of two people who have known you for at least two years and who would be able to provide a personal reference. Please do not use the course director or members of your family, as we need two independent references.

A _____ **B** _____

Post Code: _____ Post Code: _____

Email: _____ Email: _____

Tel.no: _____ Tel.no: _____

5. RSCM EVENTS / ACTIVITIES

Which event(s) have you been invited to take part in?

(If this check is for ongoing work, please tick here)

1) Dates: RSCM Area:	2) Dates: RSCM Area:	3) Dates: RSCM Area:
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CONFIDENTIAL**6. DECLARATION**

The RSCM Policy on Working with Children and Young People clearly demonstrates the organisation's commitment to safeguarding children who are entrusted to its care during the course of its activities. It is also obliged under the provisions of the Protection of Children Act 1999 to ensure that those invited to work as staff or volunteers are appropriately vetted, and you are therefore requested to make the following declaration:

Have you ever been charged with, cautioned or convicted in relation to any criminal offence (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974)?

Yes No
 Please tick

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?

Yes No
 Please tick

Have you ever been involved in court proceedings concerning a child or young person under the age of 18?

Yes No
 Please tick

Has a child in your care or for whom you have or have had parental responsibility ever been removed from your care, been placed on the Child Protection Register, or been the subject of any order under the child protection provisions of the Children Act?

Yes No
 Please tick

Have you ever been the subject of complaints or concern regarding your conduct with children? This includes any disciplinary action taken by an employer or voluntary organisation in relation to your behaviour with children, and any investigations carried out by Children's Social Services?

Yes No
 Please tick

If you have answered 'yes' to any of the above questions please give full details and date(s) on a separate sheet, and supply in a sealed envelope marked 'private and confidential'.

Declaration Statement: *I declare that the above information (and that on the attached sheets*) is true and complete to the best of my knowledge. * Delete if no sheets have been attached.*

Signed: _____ Name (please print): _____

Date: _____

Please return this form to the address below

RSCM CHILD PROTECTION ADMINISTRATOR, 19 THE CLOSE, SALISBURY, WILTS SP1 2EB
 tel +44(0)1722 424856 fax +44(0)1722 424849 email childprotection@rscm.com