

Activity Alliance voluntary self-declaration form

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

For completion by the organisation:	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male Female Non-Binary Another (please state)
Identification (tick box below):	
Either	
UK Passport Number and Issuing Office	
UK Driving Licence Number (with picture)	
Plus	
National Insurance Card or current Work Permit Number	
Signature of authorised Employing Officer:	
Print name:	
Date:	
<p>Note: All roles should be risk assessed to consider the level of engagement and opportunity to manipulate their role to cause potential harm to children. This post is covered by the Offender Rehabilitation Act 2014¹ and therefore applicants are required to declare:</p> <ul style="list-style-type: none"> • Unspent convictions <p>Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information: NACRO – Tel: 0300 123 1999, or email: helpline@nacro.org.uk (England & Wales) NIACRO – Tel: 028 9032 0157 (Northern Ireland), Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website. (England & Wales) SACRO – Tel: 0131 624 7270 (Scotland)</p>	

Part Two

Any disclosure will be seen in the context of the role description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees. Having unspent convictions will not necessarily mean that you cannot work/volunteer with us. The information provided may be assessed alongside normal selection criteria to determine suitability for the role. A separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

NOTE: If the role you are in or have applied for involves frequent or regular contact with or responsibility for children or vulnerable adults 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).

Declaration of individual
1. Do you have any unspent convictions or conditional cautions? <ul style="list-style-type: none">• No• Yes - please see the two options below
Option 1: You can disclose your criminal record on a separate sheet provided that, you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.
I have attached details of my conviction separately: Yes/No
Option 2: Please provide details of unspent convictions or conditional cautions, in the space provided:
Have you been formally charged with any other offence in any country which has not yet been disposed of? <ul style="list-style-type: none">• No• Yes - please provide further information.
Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position? <ul style="list-style-type: none">• No• Yes - please provide further information.
Have you ever been known to Children's Social Care or the police as being a risk or potential risk to children? <ul style="list-style-type: none">• No• Yes - please provide further information.
Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? <ul style="list-style-type: none">• No• Yes - please provide further information.

Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?

- No
- Yes - please provide further information.

Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?

- No
- Yes - please provide further information.

Confirmation of declaration

Please tick the boxes below and then sign this form.

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment/volunteer role may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.

In accordance with the organisation's procedures, if required I agree to provide a valid DBS Basic Check* and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

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.

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at *[insert name of organisation]*

Signature

x

Print name

Today's date

If you would like this form in an alternative format, please email info@activityalliance.org.uk

General Data Protection Privacy Statement

Activity Alliance take your privacy seriously and we will only use your personal information to provide the services and products that you have requested from us.

We would like to stay connected with you from time to time about the work we do, our participation opportunities and fundraising appeals.

Please tick to confirm you are happy for Activity Alliance to contact you:

Please tick to say how you would like us to contact you:

Post Email E- Newsletter Telephone Text Message

If you selected email, please let us know of your preferred email address.

Please tick to confirm you are NOT happy for Activity Alliance to contact you:

We will never sell your data and we promise to keep your details safe and secure.

You can change your mind at any time by email events@activityalliance.org.uk or clicking the unsubscribe links if you no longer wish to receive our newsletters.