|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | **Club** |  |
| **Role in the Club i.e. coach, team**  **manager etc** | |  | | |

Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work; some roles are categorised as ‘regulated work’ with children / protected adults. IF your role is one of these in addition to this self-declaration form, you will also be asked to become a Protection of Vulnerable Groups (PVG) Scheme member. Please complete the self-declaration noting 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 are subject to exceptions.*

**Details of Schedule A1 Offences can be found at:** [**https://www.mygov.scot/offences-always-disclosed/**](https://www.mygov.scot/offences-always-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 B1 Offences can be found at:** [**https://www.mygov.scot/offences-disclosed-rules/**](https://www.mygov.scot/offences-disclosed-rules/)

For more information on the above - [**https://www.mygov.scot/convictions-higher-disclosures/**](https://www.mygov.scot/convictions-higher-disclosures/)

**Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of the club officials responsible for making safe appointment decisions.**

**PERSONAL DETAILS**

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

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

|  |
| --- |
| 1. 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. |
| 1. Please outline the circumstances that led to your offence(s). |
| 1. 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. |
| 1. 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?  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 Social Work Department / Social Services Department as an actual or potential rick to children?  If YES please give details |

**Section 4 – Other relevant information**

|  |
| --- |
| Please give details of any other relevant information. |

**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 i*s* 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:
   1. The subject of an automatic listing (under *section 14* of the PVG Act).
   2. Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.

Please delete the following statements as appropriate:

* \*I confirm that I am not barred from regulated work with children / protected adults 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 - Fair Processing Notice**  
  
The following information applies to any individuals conducting 'regulated work' in Scotland, and whom are

members of (or applying for membership of) the Protecting Vulnerable Groups (PVG) Scheme.

The Data Protection Act 1998 requires that you are informed about how your personal information will be used.

For the purposes of child protection, safeguarding and wellbeing matters in Scotland, if your club receives

information of concern, the club may share information about you with Tennis Scotland/LTA, the appointed

Tennis Safeguarding Officer, and where necessary Welfare Officers for affiliated clubs.  
  
**Section 7 – 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 ***[club]*** 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 ***[club]*** 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.

Name (print) …………………..…………………….

Signed …………………..……………………. Date ……………………..