



# VOLUNTEER SELF-DECLARATION & REFERENCE FORM

## CLUB POLICY DOCUMENT

All potential volunteers for any role are required to follow safe recruitment process

This document contains two parts of the safe recruitment process

- **Self-Declaration form** which should be completed by the potential volunteer and returned to the club WPO
- **Reference form** (x 2) both references should also be completed and returned to the WPO

### SELF-DECLARATION FORM FOR REGULATED WORK

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: [Appendix 1 – Offences which must always be disclosed subject to exceptions.](#)**

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: [Appendix 2 – Offences which must be disclosed subject to rules](#)**

**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:			



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

- a) 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.
  
- b) Please outline the circumstances that led to your offence(s).
  
- c) 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.
  
- d) 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.



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b) Are you, or have you ever been, known to Social Work Department / Social Services Department as an actual or potential risk 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 is 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:
  - o The subject of an automatic listing (under section 14 of the PVG Act)
  - o 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:

- o \*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**
- o \*I am under 'consideration for listing'

## Section 6 - Fair Processing Notice

The following information applies to Scottish Swimming Professionals, volunteer coaches and other volunteers 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 the sport's Governing Bodies in Scotland (Scottish Swimming & on occasion British Swimming) and the appointed Scottish Swimming Safeguarding Manager and where necessary Wellbeing & Protection Officers for affiliated clubs.



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This may be related to, but not exclusively restricted to, where it has been alerted to circumstances that might affect your status as a member of the PVG scheme for regulated work with children or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing.

4.1.2	In the event such sharing is deemed necessary, it will normally only be carried out between the registered Wellbeing & Protection Officers in the Club, Governing Body, and those appointed representatives within the relevant partner organisation.
4.1.3	Any significant, untoward, unusual, or direct disclosure which cause concern about the welfare of a child should be recorded on the Incident Record Form (see Appendix 25) and reported to Scottish Swimming within 48 hours (as per Constitution R12.0)
4.1.4	If completing the form electronically, ensure that it is password protected
4.1.5	All information must be treated as confidential, stored securely and only shared with those who need to know
4.1.6	If the disclosure, allegation, or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the Scottish Swimming Safeguarding Officer should be informed
4.1.7	If the alleged abuse took place outside the sport, the Police or Social Work department will decide who else needs to be informed, including the child's parents/carers
4.1.8	It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge

## 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 **UOAPS** 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 **UOAPS** 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 .....



# VOLUNTEER SELF-DECLARATION & REFERENCE FORM CLUB POLICY DOCUMENT

## VOLUNTEER REFERENCE FORM

As part of the safe recruitment process, two references are required for each role. Please find below a reference form that must be completed for the individual who has applied for the role noted below with their local swimming club

### Referees

Please also provide the name and contact details of two people (ideally one being your present employer who can provide a character reference). Referees should not be related to you, and you should have known them for a minimum of two years. Referees should also not be married or related to each other, as that would not fully constitute two separate referees.

### Reference 1

#### Volunteer Details

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

(The role noted on this form should match the role on your PVG form )

Details of Referee 1			
First Name		Surname	
Relationship to Applicant			
Address			
Postcode			
Telephone	Day:	Mobile:	
Email Address			

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes  No



# VOLUNTEER SELF-DECLARATION & REFERENCE FORM CLUB POLICY DOCUMENT

1.	How long have you known this person?				
2.	In what capacity do you know this person?				
3	What personal qualities does this person have that would make them suited to work with children & young people?				
4.	Please rate this person's performance in the following areas: ranging from poor to excellent? (Please tick)				
	Poor	Satisfactory	Good	Excellent	
Responsibility					
Maturity					
Motivation					
Level of Initiative					
Adaptability					
Trustworthiness					
Reliability					
Ability to work in a team					
5.	What strengths does this person have that would enable them to do well in this position?				
6.	Any other comments?				

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Please return this form to your clubs Wellbeing & Protection Officer who may follow up with the references provided.



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### Reference 2

#### Volunteer Details

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

(The role noted on this form should match the role on your PVG form )

Details of Referee 2			
First Name		Surname	
Relationship to Applicant			
Address			
Postcode			
Telephone	Day:	Mobile:	
Email Address			

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes  No



# VOLUNTEER SELF-DECLARATION & REFERENCE FORM CLUB POLICY DOCUMENT

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Reliability					
Ability to work in a team					
5.	What strengths does this person have that would enable them to do well in this position?				
6.	Any other comments?				

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

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