



GUIDANCE NOTES FOR COMPLETION OF THE CONFIDENTIAL SELF DECLARATION FORM

Questions 1a and 1b:

Declare all convictions, cautions, warning or reprimands. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 so that all spent convictions must be declared.

Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c:

Declare if you are at present under investigation by the police social services or an employer.

Question 1d:

You must declare any finding by fact of civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

Questions 2a and 2b:

Make any statement you wish regarding any incident you wish to declare.

Question 2c:

Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3:

All these matters will be checked with the relevant authorities.

Question 4:

Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem.

Some of the information requested on this form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.