

Template Self-Disclosure Forms

October 2018

These forms are an example of some of the documents organisations need to use to ensure safeguarding is at the heart of the recruitment process for staff and volunteers.

Before you use them, you should make sure they are appropriate for the roles you are recruiting to. You should also make sure they align with the safeguarding needs of the children/young people your organisation works with and your key safeguarding and organisational policies, procedures and standards.

Any information provided to you through a self-disclosure form should be kept confidential. You should appropriately risk assess any disclosures a candidate has made on the form and ensure that you comply with your legal obligations in acting upon information received.

These forms are designed for roles which involve contact with children. You may be able to adapt them for roles working with vulnerable adults.

>Find out more about safer recruitment at <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment/>

>For more in-depth information about safer recruitment, sign up for our training: <https://learning.nspcc.org.uk/training/advanced/safer-recruitment-training/>

Self disclosure form for non-regulated activity

Part 1

For completion by the organisation

Name of candidate/person:	
Previous name(s): <i>Please include date(s) each name was used (MM/YYYY)</i>	
Address History with Postcode: <i>Please include dates from and to (MM/YYYY) for each address</i>	
Telephone/Mobile No:	
Date of Birth:	
Gender:	

Part 2

For completion by the candidate/person named in Part 1

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid criminal record certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If yes, please provide further information:

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?

YES ☐ NO ☐

If yes, please provide further information:

Do you have any unspent convictions?

YES ☐ NO ☐

If yes, please provide further information:

Confirmation of declaration (tick box below)

☐

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.

☐

In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate 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 understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signature of candidate:

Print name:

Date:

Self-disclosure form for regulated activity**Part 1***For completion by the organisation*

Name of candidate/person:	
Previous name(s): <i>Please include date(s) each name was used (MM/YYYY)</i>	
Address with Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	

Part 2*For completion by the candidate/person named in Part 1*

If the role you are in or have applied for involves regulated activity, you will be required to provide a valid criminal record certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access information held about you.

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If yes, please provide further information:

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013?

YES ☐ NO ☐

If yes, please provide further information:

Confirmation of declaration (tick box below)

- ☐ I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.
- ☐ In accordance with the organisation’s procedures if required I agree to provide a valid criminal record certificate 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 understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signature of candidate:

Print name:

Date:

Contact the NSPCC’s Knowledge and Information Service with any questions about child protection or related topics:

Tel: 0116 234 7246 | Email: learning@nspcc.org.uk | Twitter: [@NSPCCpro](https://twitter.com/NSPCCpro)

Sign up for our weekly current awareness email newsletter
www.nspcc.org.uk/caspar

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