

The Harmony Project Child Protection and Vulnerable Adults Safeguarding Policy, Procedure and Guidelines

Appendix C: Self-disclosure form

Roles which are not exempt

Self-disclosure form for roles which **are covered by** the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. For completion by the person applying for the role.

Name of candidate/person:	
Previous name(s): Please include date(s) each name was used (MM/YYYY)	
Address with postcode: Please include dates from and to (MM/YYYY) for each address	
Telephone/mobile number:	
Date of birth:	
Gender:	

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children. 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 No
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?	Yes No
If yes, please provide further information and include details of the outcome:	

Have you ever been the subject of disciplinary sanctions 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 in the UK or overseas?		Yes
		No
If yes, please provide further information:		
Confirmation of declaration (tick boxes below)		
<input type="checkbox"/>	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here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the Harmony Project's attention.	
<input type="checkbox"/>	In accordance with the Harmony Project's procedures if required I agree to provide a valid criminal record certificate and consent to the Harmony Project clarifying any information provided on the disclosure with the agencies providing it.	
<input type="checkbox"/>	I agree to inform the Harmony Project 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.	
<input type="checkbox"/>	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 Harmony Project to other persons or organisations in circumstances where this is considered necessary to safeguard children.	
Signature of candidate:		
Print name:		
Date:		

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Appendix C: Self-disclosure form

Roles which are exempt

Self-disclosure form for roles which **are exempt from** the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978. For completion by the person applying for the role.

Name of candidate/person:	
Previous name(s): Please include date(s) each name was used (MM/YYYY)	
Address with postcode:	
Telephone/mobile number:	
Date of birth:	
Gender:	

As the role you have applied for involves contact with children, you will be required to undergo the relevant vetting and barring checks.

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 No
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?	Yes No
If yes, please provide further information and include details of the outcome:	

Have you ever been the subject of disciplinary sanctions 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 or conditional cautions? Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either: • the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales • or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland?	
Do you have any overseas convictions?	
If yes, please provide further information:	
Confirmation of declaration (tick boxes 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 Harmony Project's attention.
	In accordance with the Harmony Project's procedures, if required I agree to provide a valid criminal record certificate and consent to the Harmony Project clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the Harmony Project 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 Harmony Project to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature of candidate:	
Print name:	
Date:	