



**Middlesex
Tennis**

Middlesex Tennis

Gunnersbury Triangle Club

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SELF-DECLARATION FORM

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Self-Declaration form preface

What is a self-declaration form?

A self-declaration form is used to allow people who work with children to declare if they have any relevant offences or been subject to a police or social care investigation.

What is the difference between a self-declaration form and criminal record check (e.g. DBS)?

A self-declaration form allows the applicant to disclose information themselves whereas a criminal records check formally discloses information held by the police and other statutory bodies.

If someone completes a self-declaration form, do they still need to complete a criminal record check?

Yes, self-declaration forms do not remove the need for a criminal record check. Self-declaration forms are often best used to supplement a criminal record check, for example, if a club asks a volunteer junior helper to complete a DBS check every three years, a self-declaration form can be requested in the years between each DBS renewal.

Can members be asked to complete self-declaration forms?

You cannot ask a member to disclose unspent criminal offences if they are not working/volunteering with children. If that member takes on a voluntary/paid role working with children within the club or county then a criminal records check (and self-declaration form) should then be obtained.

What should I do if someone discloses something on their self-declaration form?

Please contact the Safeguarding Team via <https://safeguardingconcern.lta.org.uk/>.

Self-Declaration Form

Name	
Date of Birth	
Contact number	
Email	
The position I am applying for / currently hold is	
	Please circle
Do you have any convictions, cautions, reprimands or final warnings which would not be 'filtered' in line with current DBS guidance? (https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)	Yes No
Have you been subject to a police or social care investigation even if it did not result in a criminal conviction?	Yes No

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in connection with recruitment purposes and I understand that an offer of employment (paid or voluntary) may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.

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 other children.

Signature _____

Print Name _____

Date _____