

## VOLUNTEERS SELF-DISCLOSURE PROFORMA

### Notes On Completing This Proforma

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, **you should declare all convictions (including spent convictions)**. By law you must be truthful in this matter.

### What Is The Purpose Of The Volunteer Self-Disclosure Proforma?

To ensure that those who will work with children, in any sport programmes, do not have a criminal conviction that could put children at risk. Participation must be vetted.

### Why Must I Complete The Volunteer Self-Disclosure Proforma?

This Proforma is designed for people whose normal voluntary duties include caring for, training, supervising, or being in sole charge of those under 18 years of age. These are 'regulated' voluntary positions.

Anyone who refuses to complete this Proforma shall be deemed ineligible by the **Halton Farnworth Hornets (HFH)** arlfc to volunteer their services, and the **HFH** arlfc will recommend that other organisations adopt a similar stance. The **HFH** arlfc is responsible for reserving the right to reject a volunteer's application on the basis of the information received.

### The Checking Procedure

You are advised that, as part of the checking procedure, the **HFH** arlfc shall make reference to Children's Social Care Services (Social Services) departments and police records, and any information supplied by a third party, to certify the information given on this form is true.

### What Information Will Be Kept On Me?

The **HFH** Volunteers Self-Declaration Proforma will be kept securely in the **HFH** office at Wilmere Lane Sports Ground. It will be retained in the appropriate folder under lock & key in accordance with relevant legislation. It shall be destroyed (shredded) one month after volunteer's involvement has ceased with the **HFH** Club.

### Who Will Have Access To The Volunteers Self-Disclosure Proformas?

All completed **HFH** Volunteers Self-Declaration Proformas shall be locked away and kept in confidence. Only Senior **HFH** Child Welfare Managers (and Head of Child Welfare) shall have access to this information.

### What If I Apply To Participate Again At A Later Date?

A new **HFH** Volunteers Self-Declaration Proforma would need to be completed. The **HFH** Club has a statutory duty to implement effective recruitment and selection procedures. All the above stated criteria in this statement would apply.

[End]

**This Document is not intended to be a legally binding contract between us. Neither of us intends any employment relationship to be created either now or at any time in the future. The agreement may be cancelled at any time at the discretion of either party.**