

YFCU Self-Declaration Form

CONFIDENTIAL

Self Declaration Form for YFCU Officials

Please note this form will only be kept for the duration of your period of Office and then destroyed. It will be kept strictly confidential and the information given will only be used regarding child protection and “keeping members safe”

You are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions above including ‘spent’ convictions. **You will also be required by the Association to inform the Chief Executive Officer or should the above circumstances change**

Have you ever been convicted of a criminal offence, been the subject of a Caution or of a Bound Over Order? Are there any such pending against you?

YES

NO

If yes please state below the nature and date(s) of the offence(s)

Disclosure of a criminal record via a self declaration form will not necessarily be a bar to taking office and will not be used unfairly as per the Associations Policy on the Employment and Fair Treatment of offenders.

Signed: _____

Full name: _____

Any surname previously known by: _____

Address:
Inc. Postcode

DOB (dd/mm/yy) _____

Place of Birth _____

Data Protection

Information on this form will be treated in confidence. ^[SEP]The YFCU is registered with the Information Commissioner. Data supplied by you on this form will be processed in accordance with the provisions of the Data Protection Act 1998.

General Data Protection Regulation (GDPR)

If you do not want this information retained for one year please OPT-OUT by forwarding a letter to Headquarters.

Important Notice - Vetting and your 2019 AGM

To be read out at each AGM and given to senior office bearers

All key office bearers are required to complete the Association's self declaration form. In addition to this **Club Presidents, Club Leaders, Secretaries and Junior Club Leaders or any person working unsupervised with members under 18 years of age once per week or, 4 or more times within a thirty day period must also complete Access NI checks. Completed Access NI forms and self declaration forms should be forwarded to Headquarters within 7 days of this election so that checks may be completed before officials take office on 1st March.**

You are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions above including 'spent' convictions.

Please note: disclosure of a criminal record via a self declaration form and/or a Access NI check will not necessarily be a bar to taking office and will not be used unfairly as per the Associations Policy on the employment and fair treatment of offenders.

It is a criminal offence for anyone on the list of those barred from working with children to accept or seek a post. It is also an offence for the Association to knowingly use/engage or employ anyone who is on the list of those barred. The YFCU has a legal responsibility to report to the Disclosure & Barring Service any person working or volunteering within a Regulated Position who the Association believes (as a result of disciplinary action or a court order) is a danger to young people.

In Summary

(1) All office bearers (ie Club Presidents, Club Leaders, Secretaries, Treasurers, Pro's and Junior Club Leaders must complete and return a self declaration form to Headquarters

(2) Club Leaders, Secretaries and Junior Club Leaders are deemed to work/volunteer in an unsupervised capacity, therefore, if they have not already had an Access NI Check carried out by the YFCU they must complete an Access NI form and return it with appropriate ID to YFCU HQ within 7 Days of being elected. These Office Bearers will be Criminal Records Checked and Checked against the list of those barred from working with children by Access NI.

(3) Club Presidents, are deemed to be working/volunteering in a supervised capacity **therefore**, if they have not already had an Access NI Check carried out by the YFCU they must complete an Access NI form and return it with appropriate ID to YFCU HQ within 7 Days of being elected. These Office Bearers will be Criminal Records Checked only, by Access NI.

Other Volunteers in the YFCU working in an unsupervised position

If the club engages senior members or any other person to work unsupervised on a regular basis ie once per week or more than 4 times in any 30 day period; or participate as a leader in any overnight stay with young people **then they must complete an Access NI check before carrying out their duties.** It is the Club's and the Club Committee's legal responsibility to ensure this is done.

While not all office bearers or people working/Volunteering with members can be checked against the list of those barred, the Association is able to and reserves the right (should it be deemed appropriate) to criminal records check any office bearer or person working in a supervised role within the Association. This will be done by also asking them to complete the self declaration form and an Access NI form. Please note it is good practice to request everyone who is working with members under 18 in any role to complete a self declaration form.