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**Self-Disclosure Form**

United Kingdom legislation and guidance relating to the welfare of children has at its core, the principle that the welfare of children and young people must be of the paramount consideration. UK Young Autism Project fully support this principle and therefore, it is a requirement that each individual connected to providing home and community based programmes for children with autism using the techniques of Applied Behaviour Analysis, who will come into contact with children or personal details of children, complete and sign this declaration. This record is to ensure that children’s welfare is safeguarded and shall be kept for the duration of employment and for six years thereafter. You must bring this form with you to the interview. This form should be completed and put into a sealed envelope with your name, address, and position applied for on the front. The envelope will not be opened unless a conditional offer of employment is made to you. If you are unsuccessful in your application for employment, then the form will be returned to you without having been opened.

Certain positions within **UK Young Autism Project** where staff come into contact with children are Exempt from the Rehabilitation of Offenders Act 1974 & subsequent amendments (England & Wales) and the Rehabilitation of Offenders Order 1978 and all subsequent amendments (northern Ireland). For these positions you are not entitled to withhold information about convictions that would otherwise be considered “spent”.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered “protected”. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.” Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

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| **Name of candidate/person:** |  |
| **Previous name(s):** |  |
| **Please include date (s) each name was used (MM/YY)** |  |
| **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.

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| 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/orsanction 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 activitydue 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?
 | YES YES | NO NO |

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| Do you have any overseas convictions? | YES NO |
| If yes, please provide further information: |
| Are you subject to any pending prosecutions? | 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 comes 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:** |  |

In addition to this form, you are required to bring the following documents with you to the interview so that your identity, name & qualifications can be verified. Only original documents are acceptable:

1. Birth certificate OR passport
2. Proof of change(s) in surname(s) e.g. marriage certificate or divorce certificate, deed poll certificate etc. if necessary
3. Driving Licence (if applicable)
4. Original Certificates of relevant qualifications (please bring all of the following that you have obtained: GCSE or equivalent, A Levels, Degree, other)
5. Copies of Original Certificates of relevant qualifications (please bring all of the following that you have obtained: GCSE or equivalent, A Levels, Degree, other)
6. Utility bill, bank statement or similar to confirm address

The role for which you are applying qualifies for a DBS Disclosure. You are required to supply the documents as listed on the additional sheet within 3 days of receiving a conditional offer of employment.

**DECLARATION**

I am committed to the aims and objective of UK Young Autism Project in protecting and safeguarding children and young people from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this to my employer. I declare that the information I have given on this form is correct.

Signed:

Date:

Please make sure that you put this form into a sealed, self–addressed envelope, with the job title printed on the front. You must post this form as detailed in your application email and it will only be opened if a conditional offer of employment is made to you. If you are unsuccessful in your application for employment then the form will be returned to you unopened.

Disqualification under the Childcare Act 2006

Please complete this form and return to UKYAP. This form will only be opened if you are offered a position with a child of five years old or under since the above legislation is only applicable to this group in relation to work at UKYAP. If you are not offered a position with UKYAP or you are not offered this position with a child of five years old or under, then this form will be deleted. However, should you be assigned to a child within this age group in future, you will be required to complete and return this form before you can begin this work.

Please view the legislation here: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Please see the appendices to the legislation for the list of relevant offences.

Do you have any cautions or convictions based on disqualifications outlined in the “Disqualification under the Childcare Act 2006”?..........Yes/No

Does anyone in your household have any cautions or convictions based on disqualifications outlined in the “Disqualification under the Childcare Act 2006”?..........Yes/No

Please see the appendices to the legislation for the list of relevant offences.

If you answered yes to either of the above questions, please give details below:

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_