

MARCH 2007

SCOTTISH YOUTH FOOTBALL ASSOCIATION

PLAYER PROTECTION POLICY SELF-DECLARATION FORM



SUPPORTED BY



Scottish Youth Football Association (SYFA) Self-Declaration Form

Private and confidential

It is the policy of the SYFA that ALL applicants to posts that involve contact with players and young people are required to complete a SYFA Self-Declaration Form. Before completing this form, please read the guidance notes, which are included with this form.

Part A: Previous convictions.

To be completed by ALL volunteers seeking membership of the Scottish Youth FA

Have you any conviction(s): **YES / NO** If NO, go to **Part B**, If YES, please give details.

Date(s) of conviction(s):

Court(s) where your conviction(s) were heard:

Type of offence(s):

Sentence(s) received

PLEASE GIVE FULL DESCRIPTION OF OFFENCE. If more than one offence please continue on a separate sheet of paper and attach to this Form.

Cont. over

Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine(s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s).

Have any other organisations supported you to work through any of the above issues/difficulties?

What have you learned from your experience?

**Part B – Details of any disciplinary action relating to behaviour to children and young people.
To be completed by ALL volunteers seeking membership of the Scottish Youth FA**

Have you been disciplined because of inappropriate behaviour towards a child or young person which may have harmed them or put them at risk of harm? **YES / NO**

If NO, go to **Part C**. If YES, please give details.

Cont. over

Part C: Police Investigations – this should include relevant police non-conviction information.

To be completed by ALL volunteers seeking membership of the Scottish Youth FA

Have you been investigated by the police: **YES / NO**

If NO, go to **Part D**, If YES, please give details.

Date of investigation(s):

Police Division(s) involved:

Details of investigation(s)

Please give details of the reasons and circumstances that led to your investigation(s):

Disposal(s) if known:

Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children?

YES/NO

If yes, please provide details

Cont. over

Part D: Protection of Children (Scotland) Act 2003. Self-Declaration.

Before answering the question below, please read the following notes

Section 11 of the *Protection of Children (Scotland) Act 2003* creates a new offence which an individual who is disqualified from working with children will commit if they apply for, offer to do, accept or do any work in a child care position. An organisation will also be guilty of an offence if they knowingly employ (paid or unpaid) a disqualified person in a child care position.

Section 17 of the *Protection of Children (Scotland) Act 2003* defines “disqualified from working with children”. It extends to Scotland disqualifications that previously applied in England and Wales only. A person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in the Disqualified from Working with Children List established under section 1(1) of the *Protection of Children (Scotland) Act 2003*;
- Included (otherwise than provisionally) in the List kept under section 1 of the *Protection of Children Act 1999*;
- On List 99 and subject to direction under subsection (1)(a) of section 142 (prohibition from teaching etc.) of the *Education Act 2002* given on the grounds mentioned in subsection (4)(b) of that section, not to carry on work to which that section applies;
- Subject to a Disqualification Order within the meaning of the *Criminal Justice and Court Services Act 2000*.

To help us ensure we are complying with the new child protection laws, please complete the following declaration.

I _____ [full name in block capitals]

Of [address] _____

confirm that I am not subject to any of the disqualification’s set out in section 17 of the *Protection of Children (Scotland) Act 2003*

OR

I am the subject of a disqualification from working with children under

I understand that deliberately giving false information can result in prosecution.

Signed _____ **Date** _____

Part E: Declaration

To be completed by ALL volunteers seeking membership of the Scottish Youth FA

I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I give my consent to The Scottish Youth FA carrying out an Enhanced Disclosure check and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform The Scottish Youth FA if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work within the Scottish Youth FA and/or the termination of my services.

If I am appointed to a post, I agree to abide by the organisation's Constitution, Code of Conduct and Player Protection Policy and Guidelines.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge. I realise that false information or willful omissions will lead to the immediate suspension of my work within the Scottish Youth FA or the termination of my services.

Signed: _____ **Date:** _____

All officials seeking membership of the SYFA MUST complete an SYFA Self-Declaration Form. A form can be downloaded from the SYFA website.

The Player Protection Panel may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self-Declaration Form

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **YES**, must be sent to the SYFA National Player Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked **PRIVATE AND CONFIDENTIAL**. The SYFA Player Protection Panel will be the **ONLY** committee to view and/or use this SYFA Self- Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is **NO**, must be sent to the SYFA Clubs Player Protection Officer and safely stored by the club. These forms should be available for viewing as part of the SYFA Monitoring Programme.

Please note that any information you give in this form will be managed in the strictest confidence and on a need to know basis. Your completed Self-Declaration Form will only be seen by the National Secretary, SYFA National Player Protection Officer and/or the SYFA Player Protection Panel.

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your references and your Disclosure certificate. All of these sources of information will help us to make an informed decision about your application for membership.

Who must complete the Self-Declaration Form?

It is the policy of the Scottish Youth FA that **ALL** applicants for membership **MUST** complete a Self-Declaration Form.

The position that you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions and Exceptions (Scotland) Order 2003*. You are therefore advised to declare all convictions including 'spent' convictions.

Which sections of the form must I complete?

As the Scottish Youth FA require an **Enhanced Disclosure** check you **MUST** complete Parts A, B, C, D and E of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide identification when completing a Disclosure Scotland Application Form.

Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sent to us in a sealed envelope. Your completed Self-Declaration Form will only be seen by the National Secretary, SYFA National Player Protection Officer and/or the SYFA Player Protection Panel.

What happens to the Self-Declaration Form after a decision has been made on my application?

The Self-Declaration Form and the Disclosure Certificate will be retained by the Scottish Youth FA until a decision has been made on your application for membership. Usually, this information will not be kept any longer than six months before being destroyed. We will not return information unless you request the information to be returned and provide a stamped self address return envelope.

What happens if I do not wish to complete a Self-Declaration Form?

In accordance with our Player Protection Policy **ALL** officials who do not submit a fully completed SYFA Self-Declaration Form will be debarred from membership. All officials who submit a SYFA Self-Declaration Form and provide false information and/or omit information will be debarred from membership.

Will any criminal conviction debar me from membership?

Offences listed under Appendix A of the Policy will definitely debar any person from membership. Other offences will not debar people from seeking membership but will need to be referred to the Player Protection Panel for their decision.