

Template self-disclosure forms

These example self-disclosure forms can be used as part of your recruitment process for staff and volunteers, helping to ensure you have the safeguarding policies and procedures in place that you need to keep children safe.

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About these forms

These forms are an example of some of the documents organisations need to use to ensure safeguarding is at the heart of the recruitment process for staff and volunteers.

Before you use them, you should make sure they are appropriate for the roles you are recruiting to. You should also make sure they align with the safeguarding needs of the children and young people your organisation works with and your key safeguarding and organisational policies, procedures and standards.

You should ask all applicants to fill in a self-disclosure form, regardless of whether they will be undertaking “regulated activity” or “regulated work”. Across the UK, there is legislation that sets out what you can ask applicants about previous cautions or convictions, depending on the role they will be doing.

Any information provided to you through a self-disclosure form should be kept confidential. You should appropriately risk assess any disclosures a candidate has made on the form and ensure that you comply with your legal obligations in acting upon information received.

These forms are designed for roles which involve contact with children. You might be able to adapt them for roles working with vulnerable adults.

➤ **Find out more about safer recruitment**

Roles which are not exempt

Self-disclosure form for roles which are covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978.

For completion by the person applying for the role.

Name of candidate/person:	
Previous name(s): <i>Please include date(s) each name was used (MM/YYYY)</i>	
Address with postcode: <i>Please include dates from and to (MM/YYYY) for each address</i>	
Telephone/mobile number:	
Date of birth:	
Gender:	

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children.

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 any information held about you.

Have you ever been known to any Children's Services department or police as being a risk or potential risk to children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 activity due to inappropriate behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Do you have any unspent convictions in the UK or overseas?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Confirmation of declaration (tick box below)	
<input type="checkbox"/>	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 come to the organisation's attention.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:	

Roles which are exempt

Self-disclosure form for roles which are exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978.

For completion by the person applying for the role.

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

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 activity due to inappropriate behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
<p>Do you have any unspent convictions or conditional cautions?</p> <p>Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either:</p> <ul style="list-style-type: none"> 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? 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

Do you have any overseas convictions?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:		
Confirmation of declaration (tick box below)		
<input type="checkbox"/>	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 come to the organisation's attention.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	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 children.	
Signature of candidate:		
Print name:		
Date:		

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