**Criminal Convictions Declaration**

This form overleaf should be completed by all potential volunteers who are NOT recruited to carry out regulated roles with children and/or vulnerable adults.

As part of our commitment to ensuring the safety and wellbeing of children we will ask you to apply for a Basic Disclosure Certificate before you start volunteering with us. We ask you to complete this form when applying so we have the opportunity to consider any relevant convictions as part of the recruitment process. Having a conviction will not necessarily prevent you from volunteering with us, the decision will depend on the type of offence and its relevance to the volunteering role.

The information provided will be treated in the strictest confidence and will be stored and processed in accordance with The UK General Data Protection Regulation (UKGDPR) and the Data Protection Act 2018. If you do not commence volunteering with Children First, the information will be retained for one year after the date of application, after which time it will be destroyed. If your application is successful, the information will form part of your volunteer file and we will process it for purposes in connection with your voluntary role.

|  |  |
| --- | --- |
| Name |  |
| Role applied for |  |

I consent to my personal information being used for the purposes and on the terms set out above.

|  |  |
| --- | --- |
| Signed: | Date: |

You can read our Privacy Statement relating to volunteering applicants here: [www.childrenfirst.org.uk/terms-and-conditions/privacy-policy/](http://www.childrenfirst.org.uk/terms-and-conditions/privacy-policy/)

Please tell us about any **UNSPENT** convictions you have.

You will find more information about spent/unspent convictions here - [Disclosure periods of previous convictions & alternatives to prosecution in Scotland under the Rehabilitation of Offenders Act 1974](https://www.gov.scot/publications/disclosure-periods-previous-convictions-alternatives-prosecution-scotland-under-rehabilitation-offenders-act-1974/pages/1/)

**If you do not have any unspent convictions please go to section two and sign the declaration form.**

**Section 1 – Unspent convictions**

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| 1. When did the offence(s) occur? What were you charged with? What sentence did you receive? |
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| 2. What were your circumstances at the time? (such as financial, family, etc) |
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| 3. What have you learned from the experience? |
|  |
| 4. What is your present situation and your future expectations? |
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**Section 2 – Declaration**

I certify that all information contained in this form is true and correct to the best of my knowledge and understand that false information or omissions may lead to me no longer being able to volunteer.

|  |  |
| --- | --- |
| Signed: | Date: |