

## **Appendix E (POCC2) Self Declaration**

### **Notes on Completing Self-Disclosure**

#### **WHO MUST COMPLETE THE FORM?**

Any Coach or Adult in your Club, Adults working on behalf of the County Board or local Umpires and Scorers Association/Branch/the ACU&S, who have contact with Young People (persons under 18 years of age) or Vulnerable Adults. This includes Coaches, Club Volunteers, Umpires and Scorers.

#### **DO I HAVE TO COMPLETE THIS FORM?**

The completion of this form is mandatory, for Coaches, for all members of ECB Affiliated Clubs and for all Umpires and Scorers who are members of the ACU&S. If an individual is unwilling to complete the form, then they must not be deployed in any position that gives them access to Young People/Vulnerable Adults.

#### **WHAT INFORMATION IS HELD ABOUT ME?**

The information submitted on the form. If you have a conviction for an offence that could put Young People/Vulnerable Adults at risk, the official details of the conviction will be recorded. However, if allegations of behaviour or details of other convictions become known to the ECB, which may place Young People/Vulnerable Adults at risk, this information may also be recorded. All concerns/complaints will be reported to the Police and relevant Local Authority for investigation and the outcome recorded. This information will be held separately, securely and will record the date, time, source and originator of any text. You may at any time request to see information held about you. This does not extend to information received from a Criminal Records Bureau check; this is protected under the Freedom of Information Act until 2005.

#### **WHO WILL MY INFORMATION BE DISCLOSED TO?**

If you wish to see information held about you, this request must be made in writing to the ECB Welfare Case Manager. The ECB must respond within 40 days. A fee may be levied in accordance with the Data Protection Act 1984. All information will be made available to any official agencies, which have a statutory duty to investigate allegations of child abuse. The ECB also reserves the right to disclose information regarding relevant child protection concerns to Club/County Boards/ACU&S/Branches/Umpires and Scorers Associations and any other individuals with child protection concerns.

#### **WHO DO I RETURN MY FORM TO?**

Upon completion the completed form must be returned to your County Board or Club Welfare Officer marked 'Private and Confidential - SDF'. If you are an ACU&S Umpire or Scorer you should return the form marked 'Private and Confidential to the ACU&S Administration Manager. If you are deemed to be an individual who is not suitable to work with Young People/Vulnerable Adults, appropriate action will be taken and the Club/County Board/the ACU&S will be informed.

#### **HOW WILL THE INFORMATION BE UPDATED?**

The forms will be updated in line with the ECB's requirements to meet Data Protection Regulations.

## Self-Declaration Form

### CONFIDENTIAL

#### Part A

If you need more space to enter your details, or wish to give additional information, please use a separate sheet.

#### PERSONAL DETAILS

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

With discretion, may we contact you at work? \_\_\_\_\_

Work telephone number: \_\_\_\_\_

Please list any previous clubs that you have played/worked/volunteered for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

***Please return this form to the Club Welfare Officer***

***Bill Ewen***

**Please mark the envelope 'Private and Confidential – SDF'**

# CONFIDENTIAL

## Part B

The England and Wales Cricket Board (ECB) and affiliated cricketing organisations, including this Cricket Club, aim to promote equality of opportunity for all persons and welcome participation from a wide range of individuals, including those with prior criminal records. The membership/voluntary position for which you have applied is an exempted occupation for the purposes of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975). All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your involvement with Cricket: this will depend on the circumstances and background to your offence. If you fail to disclose an offence and the ECB or any affiliated organisation is later informed of any undisclosed criminal matter, you may be subject to disciplinary action. Evaluation of information is based on strict confidentiality and discretion.

**1. Have you ever been convicted of any criminal offences or accepted any reprimands or cautions or Police warnings?**

Yes  No

If yes, please supply details of any criminal convictions:

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**2. Are you a person known to any Social Services department as being an actual or potential risk to Children or Young People?**

Yes  No

If yes, please supply details:

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**3. Have you ever had a disciplinary sanction (from any sports or other organisation's governing body) relating to child abuse?**

Yes  No

If yes, please supply details:

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**I understand that it is necessary for me to declare any information requested and that the membership/voluntary position for which I have applied may involve access to Children, Young People and/or Vulnerable Adults.**

**I hereby give my consent to the ECB for it to conduct a Criminal Records Bureau (CRB) check if so required. The ECB Child Protection Manager may be informed of disclosed information.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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