Declaration and Consent Form – Employment

Holy Trinity Youth Centre is committed to safeguarding children, young people and adults at risk of harm and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

You have applied for a position that is defined as [Regulated Activity](https://www.health-ni.gov.uk/publications/regulated-activity-relation-children) under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. This role is not open to anyone who is included on the Children’s Barred List.

It also falls within the position of an ‘excepted’ position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered ‘spent’, which are [not protected](https://www.nidirect.gov.uk/publications/accessni-list-specified-offences)/subject to ‘filtering’. If you leave anything out it may affect your application.

This information **will** be verified through an AccessNI **Enhanced Disclosure Check (EDC)** if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history (and, if the post is regulated activity, if your name has been included in a Barred List). It is to make sure that individuals who are considered a risk to children and young people are not appointed.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the attached form and return it with your application. The form also asks you to give your written consent to the AccessNI Check and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate. **If you do not consent, we will not accept your application.**

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

Should an applicant answer no to all questions and they are the preferred candidate but their AccessNI certificate indicates the presence of one or more offences, the recruitment panel/Designated trustee for safeguarding will review the Certificate to assess the nature of offense/s omitted from the Declaration and decide,

(a) Whether these are relevant to the role, and

(b) Whether it was reasonable to have expected an applicant to list the offence/s on the Declaration Form at application stage.

If the offences are not relevant to the role and the applicant reasonably considered them to be spent or subject to ‘filtering’ (AccessNI filters convictions and cautions for minor or certain old offences from standard and enhanced checks) the appointment may proceed.

If relevant to the role and/or given the nature of the offence/s, the applicant should reasonably have included them on the Declaration form, the applicant will automatically be disqualified from the process due either to their unsuitability for the role or for having made a false declaration at application stage.

Should an applicant answer no to all questions and they are the preferred candidate but their AccessNI certificate indicates the presence of one or more offences and they refuse to share or discuss their certificate with the recruitment panel/Designated Safeguarding Trustee, the applicant will automatically be disqualified from the process.

Declaration of Criminal Convictions, Cautions and Bind-Over Orders - **Employment**

**In Confidence**

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| 1. **Are you included in the Children’s Barred List**  **YES**  🞐 **NO** 🞐 |
| (If yes, please give details) |

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| 1. **Do you have any cases pending?**  **YES** 🞐 **NO**  🞐 |
| (If yes, please give details) |

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| 1. **Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to ‘filtering’ (as defined by the Rehabilitation of Offenders (Exceptions) Order(NI) 1979, as amended in 2014)? YES** 🞐 **NO** 🞐 |
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| If yes, please provide details below giving as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter. |

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| 1. **Have you ever been the subject of a Child Abuse investigation which alleged that you were the perpetrator?**   **YES** 🞐 **NO** 🞐 |
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| If yes, please list full details below including the name of policy unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s. |

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| **Declaration and Consent** |
| I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate. I consent to the appropriate AccessNI check being made and I agree to enquiries relevant to this declaration. |
| Signed: Date: |
| Print Name: |
| Any surname previously known by: |
| Position applied for: |