

CLUB VOLUNTEERS

SELF-DECLARATION AND DISCLOSURE FORM

Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

[Nacro](#)
[Unlock](#)

Volunteer information

Name	
Address	
Postcode	
Contact no(s) (Parent or carer if U16)	
Email address (Parent or carer if U16)	
Date of birth	
Club	
Role(s) applying for	

CLUB VOLUNTEERS

SELF-DECLARATION AND DISCLOSURE FORM

Part 1. Identification

For completion by an Athletics and Running club committee representative. Proof of name, address and date of birth needs to be shown. Please tick the box(es) of the document(s) seen. You do not need to record any information from the document(s).

I confirm that I have seen at least three identification documents relating to this person, and I confirm to the best of my ability that these are accurate.

- | | |
|---|--|
| ☐ UK driving licence | ☐ Financial statement (e.g. pension) |
| ☐ UK passport | ☐ P45/P60 statement |
| ☐ Biometric residence permit | ☐ Council tax statement |
| ☐ Birth certificate | ☐ Utility bill |
| ☐ Adoption certificate | ☐ Letter of sponsorship from future employer |
| ☐ Marriage/civil partnership certificate | ☐ Bank/building society statement |
| ☐ EU national ID card | ☐ Benefit statement (e.g. child benefit) |
| ☐ HM Forces ID card | ☐ Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions. Work permit or visa |
| ☐ Firearms licence | |
| ☐ Credit card statement | |

Signature of club committee representative

Print name

Date

CLUB VOLUNTEERS

SELF-DECLARATION AND DISCLOSURE FORM

Part 2. Declaration of individual

To be completed by the individual club volunteer.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

No ☐

Yes ☐ Please provide further information

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

No ☐

Yes ☐ Please provide further information

3. Have you been formally charged with any other offence in any country which has not yet been disposed of?

No ☐

Yes ☐ Please provide further information

4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?

No ☐

Yes ☐ Please provide further information

5. Have you ever been known to any children's or adult's services departments or the police as being a risk or potential risk to children or vulnerable adults?

No ☐

Yes ☐ Please provide further information

CLUB VOLUNTEERS

SELF-DECLARATION AND DISCLOSURE FORM

Part 2. Declaration of individual

6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?

No ☐

Yes ☐ Please provide further information

7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?

No ☐

Yes ☐ Please provide further information

8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?

No ☐

Yes ☐ Please provide further information

CLUB VOLUNTEERS

SELF-DECLARATION AND DISCLOSURE FORM

Part 3. Confirmation of declaration

To be completed by the individual club volunteer. Please tick the boxes below and then sign this form.

- ☐ I agree that the information provided here may be processed in connection with recruitment purposes and I understand that my volunteering position may be withdrawn if information is not disclosed by me and subsequently comes to the clubs attention.
- ☐ By signing this form, I confirm that the information I have provided is complete and true and understand that knowingly making a false statement may be a criminal offence.
- ☐ I agree to inform UK Athletics within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults.

Volunteer signature

Volunteer name

Date

Parent/Carer
signature
(if under 18)Parent/Carer name
(if under 18)

Date

Once completed the form should be given to your club's secretary (or other named volunteer) to store. Clubs should be advised to make themselves aware of the recent General Data Protection Regulations and how they process, store and communicate volunteer data.