

## Self-Declaration form preface

### **What is a self-declaration form?**

A self-declaration form is used to allow people who work with children to declare if they have any relevant offences or been subject to a police or social care investigation.

### **What is the difference between a self-declaration form and criminal record check (e.g. DBS)?**

A self-declaration form allows the applicant to disclose information themselves whereas a criminal records check formally discloses information held by the police and other statutory bodies.

### **If someone completes a self-declaration form, do they still need to complete a criminal record check?**

Yes, self-declaration forms do not remove the need for a criminal record check. Self-declaration forms are often best used to supplement a criminal record check, for example, if a club asks a volunteer junior helper to complete a DBS check every three years, a self-declaration form can be requested in the years between each DBS renewal.

### **Can members be asked to complete self-declaration forms?**

No, you cannot ask someone to disclose criminal offences for the purposes of club membership. If that member takes on a voluntary/paid role working with children within the club then a criminal records check (and self-declaration form) should then be obtained.

### **What should I do if someone discloses something on their self-declaration form?**

Please contact the Safe and Inclusive Tennis Team on 0208 487 7000 or [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk) for guidance on this.

### **I have more questions about the self-declaration form, who can help me?**

Please contact the Safe and Inclusive Tennis Team on 0208 487 7000 or [safeandinclusive@lta.org.uk](mailto:safeandinclusive@lta.org.uk).

## Self-Declaration Form

<b>Name</b>	
<b>Date of Birth</b>	
<b>Contact number</b>	
<b>Email</b>	
<b>The position I am applying for / currently hold is</b>	

	<b>Please circle</b>	
Do you have any convictions, cautions, reprimands or final warnings which would not be 'filtered' in line with current DBS guidance? ( <a href="https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates">https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates</a> )	Yes	No
Have you been subject to a police or social care investigation even if it did not result in a criminal conviction?	Yes	No

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment (paid or voluntary) may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.

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.

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 other children.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_