

5 ECB Self Declaration Form

Notes On Completing Self Declaration

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. 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 persons who have regular or continuous contact with children 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.

TO WHOM WILL MY INFORMATION BE DISCLOSED?

If you wish to see information held about you, this request must be made in writing to the ECB Welfare Case Officer. 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.

TO WHOM DO I RETURN MY FORM?

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.

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Part A

CONFIDENTIAL

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 no: _____ Mobile telephone no: _____

With discretion, may we contact you at work? _____ Work telephone no: _____

PROFESSIONAL QUALIFICATIONS RELEVANT TO THIS POST

Dates	Awarding Body/Qualification	Dates	Awarding
_____	_____	_____	_____
_____	_____	_____	_____

MEMBERSHIP OF PROFESSIONAL BODIES

Dates	Membership details	Dates	Membership details
_____	_____	_____	_____
_____	_____	_____	_____

TRAINING COURSES

Please give details of attendance on training courses that are relevant to this application

Dates	Course details	Dates	Course details
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT DETAILS

Please detail your most recent first. This can include any paid, unpaid or voluntary work that you may have undertaken that you believe is relevant to this post.

Employer: _____

From/To: _____

Address: _____

Type of business: _____

Post held: _____

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Voluntary or paid? _____

Brief outline of duties: _____

Please detail the role(s) you currently fulfill or are applying for with the County/Club/Board or the ACU&S

Please list any previous clubs and or leagues you have volunteered/worked within

1: _____

2: _____

3: _____

4: _____

5: _____

REFERENCES

Please give details of two referees (not relatives)

Name: _____

Name: _____

Position: _____

Position: _____

Organisation: _____

Organisation: _____

Address: _____

Address: _____

Telephone no: _____

Telephone no: _____

INTERESTS

Please give brief details of pastimes, hobbies and interests:

Signed: _____

Date: _____

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Part B

EQUAL OPPORTUNITIES MONITORING

ECB promotes a policy of equality in Cricket. This policy will continue to be implemented through creating more opportunities and encouraging increased participation in the game for everyone at all levels and in all roles within Cricket. This form is not used for selection purposes but as a mechanism to monitor and evaluate the make up of those people who are participating in Cricket as Volunteers. Please help us by completing it.

Name: _____

Post applied for: _____

Are you:

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Single	<input type="checkbox"/>	Married	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	Divorced/separated	<input type="checkbox"/>

Are you:

Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Other Asian/Chinese	<input type="checkbox"/>	White	<input type="checkbox"/>

Other (please specify):

Age range:

16-19	<input type="checkbox"/>	20-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60+	<input type="checkbox"/>

Do you consider yourself to have a disability? YES NO

Signed: _____ Date: _____

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Part C

The England and Wales Cricket Board Ltd (ECB), the Association of Cricket Umpires & Scorers (ACU&S) and affiliated Cricketing organisations aim to promote equality of opportunity for all persons and welcome applications from a wide range of individuals, including those with prior criminal records. The position/membership for which you have applied is an exempted occupation for the purpose 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 appointment within Cricket, this will depend on the circumstances and background to your offence. If you fail to disclose an offence and the ECB, the ACU&S or any affiliated organisation is later informed of any previously 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?

Yes No

If yes, please supply details of any criminal convictions: _____

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: _____

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 position/membership 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 Record Bureau (CRB) check if so required. The ECB Welfare Cases Officer may be informed of disclosed information.

Name: _____ Date of birth: _____

Signature: _____ Date: _____

Please return to: Club/County Welfare Officer or the ACUS Administration Manager,
whichever is applicable.

Please mark the envelope 'Private & Confidential – SDF'.