

# Disclosure of Criminal Convictions/Cautions for Positions Requiring Vetting

## Statement of non-discrimination

This club is affiliated to Rowing Ireland and is committed to equal opportunity for all applicants including those with criminal convictions. 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 post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

For the purposes of your application for the post of \_\_\_\_\_.

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people/vulnerable adults, to sign the declaration and return it marked confidential to (**Tom Fennessey**, Designated Safeguarding/Children's' Officer (DSCO for RoI) or **Brenda Ewing**, Designated Safeguarding/Children's' Officer (DSCO for NI).

Should you require further information, please contact the appropriate DSCO.

NAME OF APPLICANT: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

CONTACT TELEPHONE NUMBER \_\_\_\_\_

CLUB: \_\_\_\_\_

**Please read this information carefully**

The purpose of the check is to make sure that people are not appointed who might be a risk to young people or vulnerable adults.

The check will tell us whether you have a criminal record, or cautions (NI)/specified information (ROI), or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from vetting agencies will be destroyed.

**Advice to Applicants**

The disclosure of criminal history information will not debar you from participating as a volunteer unless the Rowing Ireland case management group considers that the information renders you unsuitable for the role applied for. In making this decision Rowing Ireland case management group will consider the nature of the offence/ cautions (NI)/specified information (ROI), how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure/GCVU check. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the nature of the role.

**Explanatory Information for NI applicants only**

You have applied for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore, ALL convictions including SPENT convictions that are not protected by the 2014 amendments MUST be disclosed.

Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) Order 2014. Been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with young people and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

**Explanatory Information for ROI Applicants only**

Do you have any convictions/specified information, which would prevent you from working with young people and/or vulnerable persons, or been the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes  No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

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Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/specified information/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

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Please continue on a separate page if necessary.

(If you require further information on what information to disclose please contact the relevant vetting agency- Garda Vetting or Access NI)

## Declaration

I understand that I must also complete a vetting agency Disclosure Certificate Application Form and that this check must be carried out before my application for registration/ appointment can be confirmed. This has been explained to me and I am aware that spent convictions, or cautions (NI)/specified information (RoI), may be disclosed. I declare that the information I have given is accurate.

Have you ever been known to any Social Services/HSE department as being a risk or potential risk to children or vulnerable persons?	YES / NO
If Yes, please provide further information	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable persons?	YES / NO
If Yes, please provide further information	
Confirmation of Declaration ( <i>tick box below</i> )	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with my volunteer role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	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 young people or vulnerable persons.
<input type="checkbox"/>	I understand that the information contained on this form and information supplied by third parties may be supplied by Rowing Ireland to other persons or organisations in circumstances where this is considered necessary to safeguard other people.

I declare that any answers are complete and correct to the best of my knowledge and I will inform the ORGANISATION of any future convictions or charges.

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

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

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

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes          No
Vetting check completed and returned:  Access NI Enhanced Disclosure  Garda Vetting  (if appropriate):	Yes          No  Yes          No
Comments:	
Proof of applicants identification received:	Yes          No  Group 1 _____  Group 2 _____
Recommendation  Approve  Not approved	Reasons:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Position in Organisation