Gravesend Rugby Football Club

RFC Volunteer Application & Self Declaration Form

NOTES ON COMPLETING SELF DECLARATION

WHO MUST COMPLETE THE FORM?

Any member of the Club/CB or Organisation, who is seeking to work/volunteer in a role where they will have contact with children (persons under 18 years of age) or "Adults at Risk".*

DO I HAVE TO COMPLETE THIS FORM?

Yes, as it is in line with the safer recruitment processes, as set out in the RFU's Safeguarding Children Policy, Guidance and Procedures and the Safeguarding Toolkit. Non-completion will be taken into account when making any risk-based decision regarding suitability to be deployed in a role with children or Adults at Risk.

WHAT WILL HAPPEN TO THE FORM ONCE COMPLETED?

The form will be kept and stored securely in accordance with the General Data Protection Regulations (EU 2016) and Data Protection Act 2018. For information on how the club processes personal data, including in relation to its volunteers, please contact the GRFC Club Secretary and/or refer to the club's privacy policy at www.gravesend.rfc.co.uk

The RFU may from time to time access this form, including where any concerns are reported to the RFU Safeguarding Department for investigation. Where necessary, statutory agencies may be contacted and the outcome recorded. For information on how the RFU processes personal data, including in relation to its volunteers, please see the RFU's Regulatory & Governance Privacy Notice here: https://www.englandrugby.com/about-the-rfu/privacy-policy/

WHO DO I RETURN MY FORM TO?

The completed form must be returned to the club Safeguarding Officer marked 'Private and Confidential - SDF'. If you are considered to be unsuitable to work with children or Adults at Risk, appropriate action may be taken and the relevant organisation(s) will be informed.

* For a full definition of Adults at Risk see RFU Safeguarding Policy - Adults at Risk in rugby union which may be found here: http://www.englandrugby.com/governance/safeguarding/at-risk-adults

Volunteer Application Form

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	
HOME TELEPHONE NO			
MOBILE TELEPHONE NO			
WITH DISCRETION, MAY WE CONTACT YOU AT WORK?			
WORK TELEPHONE NO			

PROFESSIONAL QUALIFICATIONS RELEVANT TO THIS ROLE

DATES	AWARDING BODY /QUALIFICATION

MEMBERSHIP OF PROFESSIONAL BODIES

DATES	MEMBERSHIP DETAILS

Volunteer Application Form

TRAINING COURSES

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

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			
		POSTCODE	
TYPE OF BUSINESS			
POST HELD			
VOLUNTARY OR PAID?			
BRIEF OUTLINE OF DUTIES			

PLEASE DETAIL THE ROLE(S) YOU CURRENTLY FULFIL OR ARE APPLYING FOR WITHIN THE CLUB

PLEASE LIST ANY PREVIOUS CLUBS AND/OR CHILDREN'S SERVICES (E.G. SCOUTS) YOU HAVE VOLUNTEERED/WORKED FOR	
1.	
2.	
3.	

Volunteer Application Form

PART B - REFERENCES

Please give details of two referees (not relatives) who the club or the RFU may contact to request character references from should it be considered necessary to do so. These should be people who have known you for at least five years and have some professional standing in your community.

NAME			
POSITION			
ORGANISATION			
ADDRESS			
		POSTCODE	
TELEPHONE NO			

NAME			
POSITION			
ORGANISATION			
ADDRESS			
		POSTCODE	
TELEPHONE NO			

SIGNED	DATE

Volunteer Application Form

PART C - SELF DECLARATION

The Rugby Football Union (RFU) and this club 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/role 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 rugby union, this will depend on the circumstances and background to your offence(s). If you fail to disclose an offence and the RFU or this club is later informed of any previously undisclosed criminal matter, you may be subject to disciplinary action. Any information you provide will be held on a strictly confidential basis and dealt with the utmost discretion.

1. Have you ever received a conviction/caution/reprimand or final warning for any criminal offences?			
YES	☐	NO	☐
If yes, please supply details:			
2.Are you a person known to any Social Services department/statutory agency as being an actual or potential risk to children or adults at risk?			
YES	☐	NO	☐
3. Have you ever been the subject of disciplinary sanction (from any sport or other organisation's governing body) in relation to children.			
YES	☐	NO	☐
If yes, please provide relevant details:			

Volunteer Application Form

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 Adults at Risk. I hereby give my consent to the RFU to conduct a Criminal Record (DBS) check if so required.

NAME	
DATE OF BIRTH	
SIGNED	
DATE	

Please return to: Club Safeguarding Officer. Please mark the envelope 'Private & Confidential – SDF'.