



## The Use of Self Declaration Forms

The Self Declaration Form (SDF) should only be used when a person is appointed to a post within a club or county and that post, by reference to the job description and the nature of the job, will bring the person into regular, direct, personal and possibly individual contact with children and young persons.

The SDF should be used if a person has been appointed to a role as above and either:

(a) is an interim measure prior to receiving the result of a Criminal Records Bureau (CRB) check where the post requires one e.g. coaches, youth team managers, welfare officers etc; or

(b) is a child protection method of good practice e.g. for bar staff, facility managers, ground staff etc.

The list of posts requiring a CRB check as in (a) above is published on the ECB Website dated February 2006. At the same time as completion of the SDF, the CRB application form should be completed and submitted by the individual. The CRB application form should be submitted to the Signatory for Section X in the usual way whilst the SDF should be submitted to the Club Welfare Officer.

The list for (b) can be added to by individual clubs but ought to include the following:

Facility managers;  
Bar staff; and  
Ground staff.

Other roles the club could consider:

President;  
Chairman;  
Secretary;  
Captains of adult teams;  
Tea ladies;

*depending upon the specific role / job description for **that post at that club.***

### Club Welfare Officers (Club WO)

All decisions taken in relation to SDFs should be recorded and all the documentation kept in a confidential manner and in locked storage.

On receipt of the forms the Club WO should ensure the following:

1. The form is completed correctly.
2. Any declarations are referred to the County Welfare Officer. The individual submitting the SDF is to be informed of this.
3. If the role is listed under (a) above and as such regarded as a CRB role, confirm with the County Welfare Officer that the CRB application form has been received by the Child Protection Team at Lord's.

### County Welfare Officers (CWO)

All decisions taken in relation to SDFs should be recorded and all the documentation kept in a confidential manner and in locked storage.

There are three possible outcomes:

1. No action necessary in which case the CWO should inform the Club WO that immediate appointment may proceed subject to production of a satisfactory CRB check; or
2. Recommend that the individual remains under supervision until the result of the CRB check is known. Supervision in this context means that the individual is at all times working with another adult to fulfil the duties for that role; or
3. Immediate referral to ECB and recommend the subject does not take up his / her role until the result of the CRB check is known.

SDFs that are completed and sent direct to the CWO by the applicant will be dealt with by the above process. The Club WO must be informed that the CWO has received the SDF from the individual although the content of that declaration should not be disclosed.

### Notes to applicants

The information you give will remain confidential at all times and will be kept in a secure manner unless in the interests of the public it is felt appropriate to share such information with others. The SDF should be completed in full. Any partially completed forms will be returned.

If you have concerns in relation to the submission of a SDF to the Club WO, you have the option of submitting the SDF to the County Welfare Officer direct. You should be aware however; that the CWO will inform the Club WO that a SDF in your name has been received although in such circumstances the content of the SDF will not be made known to the Club WO. The CWO will then consider the SDF and deal with it in one of the three ways set out above.