



References

Please provide details of two people that have known you well for at least 2 years who we can contact for a reference (**not relatives**). One must have first-hand experience of your work with children (where applicable).

| |
|---------------------------------------|
| Name: _____ |
| Address: _____ |
| _____ |
| Postcode: _____ |
| Telephone number(s): _____ |
| _____ |
| How the person is known to you: _____ |
| _____ |

| |
|---------------------------------------|
| Name: _____ |
| Address: _____ |
| _____ |
| Postcode: _____ |
| Telephone number(s): _____ |
| _____ |
| How the person is known to you: _____ |
| _____ |

In the position of coach, will you be coaching anyone under 18 years of age?

Yes / No

Applicant Declaration

I confirm that the information I have provided in support of my application is a complete and true record.

I agree to accept and work to the BSL Child Protection Policy and to accept and follow the Codes of Conduct laid down in the BSL Best Practice Guide.

Signed: _____

Print name: _____

Date: _____

For Club Use Only

Applicant Successful? Yes No References Received? Yes No

CRB Disclosure Check Obtained Yes No

Please return these forms to: **New member registrations, Boxing Scotland Ltd, National High-Performance Centre, Olympia Theatre, 2 Orr Street, Bridgeton Cross, Glasgow G40 2QH**

We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Boxing Scotland is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

Boxing Scotland will ensure that there will be open access to all those who wish to participate in all aspects of boxing and leisure activities and that they are treated fairly.



Self-Declaration Form – Regulated work with children

Name: _____ Club: _____

Position applied for: _____

The role of _____ at the club is 'regulated work' with children. Before the club can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 'Offences which must always be disclosed'. Applicants are not required to disclose spent convictions for offences included in schedule B1 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher- level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences and B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencethatwillalwaysbedisclosedv1website10September2015.pdf>

Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of the club officials responsible for making safe appointment decisions.

PERSONAL DETAILS

| | | | |
|------------|--|---------|--|
| Title: | | Tel No: | |
| Full Name: | | E-mail: | |
| Address: | | | |
| Post Code: | | | |

DETAILS OF ROLE AT THE CLUB e.g. assistant Coach U12s

| |
|--|
| |
|--|

Section 1 – Unspent Convictions and Cautions (must be disclosed)

| | |
|----|--|
| a) | Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard. |
| b) | Please outline the circumstances that led to your offence(s). |
| c) | Please give details of the sentence imposed and how it was completed (for example paid fine as required) Include information on conditions attached to your probation/community service/supervised attendance order. |



Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child, which may have harmed them or put them at risk of harm? YES/NO

If YES, please give details.

Section 3 – Relevant non-conviction information (including any police information)

- a) Please give details of any investigations and outline the reasons and circumstances and disposal if known*.

***Please note that Section 3 a) does not require details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.**

- b) Are you, or have you ever been, known to any Social Work Department/Social Services? Department as an actual or potential risk to children? YES/NO

Section 4 – Other relevant information

Please give details of any other relevant information which you think we should be aware of when considering your application:



Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. *Section 35* of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under *section 14* of the PVG Act).
 - Included on the PVG Children's List and/or the Disclosure and Barring Service Children's List which covers the rest of the UK.
 - 'considered for listing' while information on their suitability is assessed.

Please delete the following statements as appropriate:

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

OR

*I am under 'consideration for listing'

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist Boxing Scotland to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform the Club if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.
4. If I become 'considered for listing', I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

Signed _____

Print name _____

Date _____

Club Name _____

District _____

Please complete and return in a sealed envelope marked, '**Private and Confidential – Self Declaration**' to the address below:

New member registrations

Boxing Scotland, Olympia Theatre, 2 Orr Street, Bridgeton Cross, Glasgow, G40 2QH



CODE OF CONDUCT FOR COACHES AND VOLUNTEERS

CLUB NAME

BOXING CLUB

The essence of good ethical conduct and practice is summarised below.

GOOD PRACTICES/BEHAVIOURS:

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents wherever possible.
- Always work in an open environment. Avoid private or unobserved situations.
- Consider the wellbeing and safety of participants before the development of performance.
- Build balanced relationships based on mutual trust and respect that empower and include children in the decision-making process.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Display consistently high standards of behaviour and appearance.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Follow all guidelines laid down by Boxing Scotland and the club.
- Hold appropriate valid qualifications and insurance cover.
- Encourage participants to value their performances and not just results.
- Recognise the development needs and the capacity of the children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

BAD PRACTICES/BEHAVIOURS:

- Have 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spend excessive amounts of time alone with children away from others.
- Enter a child's bedroom on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, do things of a personal nature for children that they can do for themselves.
- Condone rule violations, rough play or the use of prohibited substances.

UNACCEPTABLE PRACTICES/BEHAVIOURS:

- Engaging in sexually provocative games, including horseplay.
- Engage in rough or physical contact except as permitted within the rules of the game or competition.
- Form intimate emotional, physical or sexual relationships with children.

All Boxing Scotland members are required to:

- Maintain satisfactory standards of performance, a high level of quality, accuracy and diligence
- Co-operate with colleagues and Boxing Scotland employees, maintain acceptable standards of working relationships, and comply with reasonable Boxing Scotland instructions and/or requests
- Take all necessary steps required to safeguard Boxing Scotland's public image and preserve positive relationships with clients and customers



- Ensure that you understand Boxing Scotland’s health and safety and child wellbeing and protection procedures; all incidents/accidents, however small, must be reported to the clubs Child Wellbeing and Protection Officer, Boxing Scotland and other relevant bodies as soon as possible
- Comply with Boxing Scotland’s requirements regarding Conflict of Interest
- Comply with the requirements regarding Confidentiality
- Keep up to date with the latest version of the AIBA Technical & Competition Rules

All Boxing Scotland members must not:

- Use any of Boxing Scotland’s clients and customer’ resources and services for personal use without management authorisation
- Remove Boxing Scotland property and equipment from Boxing Scotland premises unless for use on authorized Boxing Scotland business or with management authorisation; all property must be signed for and returned immediately upon resignation or dismissal
- Publish any book or articles or make any media statements or appearances in connection with the work of Boxing Scotland or its subsidiaries without first seeking permission from the Board of Directors including submitting a draft of any written works which may be published for comment or approval.
- Take part in, support or encourage any events, conversations or internet discussions which may be deemed as bringing Boxing Scotland or Boxing Scotland staff into disrepute.

I have read, understood and agree with the above Code of Conduct in order to be involved with the club and Boxing Scotland and understand that failure to follow this Code of Conduct could result in disciplinary proceedings and possible expulsion from Boxing Scotland.

NAME (print) _____ POSITION HELD WITHIN CLUB _____

SIGN _____ DATE _____