



Section B: Declaration of criminal record and CRB application

This form should be completed by all new volunteers/employees (see SPCG18a) whose role requires a CRB Disclosure. It should be sent to the ARA child protection officer in confidence. From 1 January 2008 CRB application forms will be issued by the ARA on receipt of this form.

Because of the sensitive nature of the duties you will be expected to undertake, you are required to complete a CRB Disclosure and to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to working in this role. You should be assured that the ARA will treat any information you give here in confidence, that it will be stored and disposed of securely and that it will not be used unfairly against you.

Name (including any middle names): _____

Home address: _____

Post code: _____ Date of birth: _____

Rowing Club (at which you will be carrying out your role): _____

Contact number (in case of queries): _____

Role applied for: _____

Is the role voluntary or paid? – please state: _____

Signature: _____

The post you have applied for is exempted from the *Rehabilitation of Offenders Act 1974*, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? YES NO

If yes, please give details of offences, penalties and dates (continue overleaf if necessary):

You will not need to renew this self-declaration unless you change the role you are fulfilling at your club significantly or you move to a new club. However, you are required to renew your CRB Disclosure on at least a three-yearly basis. Your CWO will remind you when you need to do this.

Please do not give this form to your Club Welfare Officer. Place it in an envelope marked 'Private and Confidential' and return to: The Child Protection Officer, Amateur Rowing Association, 6 Lower Mall, London, W6 9DJ.

On receipt of this form your club welfare officer will be sent a CRB application form by the ARA with instructions. Your CWO will contact you to arrange for it to be completed and to carry out the identity check and complete Section X. If you have any questions about completing this form please call the ARA child protection officer or child protection administrator on **020 8237 6700**, or see the guide on the ARA website: www.ara-rowing.org/safeguarding