**SELF-DECLARATION FORM**

**Confidential**

**Why do I need to complete this form?**

A self-declaration form helps us to make informed decisions about appointing people to positions of trust within the charity. The Board of Trustees has agreed that any new trustees are required to fill in this form.

All completed forms are treated in the strictest confidence by the Board. Access to it will be restricted to authorised people who need to see it as part of the selection process.

**What are the outcomes and how do we make decisions?**

With all our decision-making, we primarily consider your suitability for the role for which you have applied. Although the form is not a legally binding document it enables us to make informed decisions about your suitability for the role for which you have applied.

If you disclose information on this form, we may need to discuss it with you. If you have shared some information with us and we do not discuss it further with you, this means that we have decided that it is not relevant and should not be taken into account as part of the recruitment process. In accordance with the Equality Act 2010, we do not discriminate unfairly based on criminal convictions or any other information shared, and we are subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

**Data Protection**

The General Data Protection Regulation 2018 (GDPR) requires us to make you aware of how the information you provide will be used, particularly if it contains sensitive personal data. Be assured that any information provided on this form will be recorded in a confidential manner once it has been obtained. Sensitive personal data includes any of the following information: criminal offences, criminal convictions, criminal proceedings, disposal or sentence. Any information on this form that needs disclosing will only be done to relevant, essential persons. We acknowledge that any information given on this form is done so with your consent.

The information that you provide in this self-declaration review form will be processed in accordance with the GDPR, and will be used for determining your continued suitability for the position you hold. Once a decision has been made concerning your suitability, we will not retain this form for longer than is necessary.

**How to complete the form:**

* Answer all questions
* If you run out of space, please attach an extra sheet to continue if necessary.
If you would like to discuss anything on the form with us further, please contact us.

**Section 1: Automatic disqualification declaration**

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Telephone No: |  | Email |  |
| Position Applied for |  Trustee |

Individuals are automatically disqualified from acting as a trustee of a charity if:

* one or more of the reasons in Annex A apply; and
* they have not obtained a waiver of that disqualification from the Charity Commission.

**Completing the declaration**

Read the automatic disqualification [guidance](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions)[[1]](#footnote-1) to decide if you are disqualified

Complete and sign this declaration to confirm that you are not disqualified.

If one of the disqualification reasons does apply, you may be able to [apply for a waiver from the Charity Commission](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver)[[2]](#footnote-2) which will allow you to act as a trustee.

Declaration

I declare that:

* I am not disqualified from acting as a trustee; and
* I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

Full Name:

Signature: Date:

Charity Name and Number: Bridges for Communities, 1137092

**Section 2: To be completed by all applicants**

1. I hereby declare that the above is accurate and complete.
2. I authorise and agree to assist you in making enquiries of any relevant authority, if you consider it necessary, for the purposes of verifying the replies given in this declaration.
3. I agree to inform you if I am convicted of an offence after I have taken up the role within the organisation. I understand that failure to do so may lead to immediate suspension from my role (paid or unpaid) for the organisation and/or the termination of my services.
4. If I am appointed to a role, I agree to abide by the policies and procedures relevant to my role including the Safeguarding Policy.
5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to immediate suspension from my role for the organisation or the termination of my services.
6. I understand and agree that if you withdraw permission for me to engage in a role that is regulated, or would have done so if I had not resigned, retired, been made redundant or been transferred to a position which is not regulated, you will pass on to the Disclosure and Barring Service (DBS) any relevant information. This may be the result of me having met certain criteria such as: having harmed a child or vulnerable adult; representing a risk of harm to a child or vulnerable adult or received a caution or conviction for a relevant offence. If these conditions have been met the information MUST be referred to the DBS.
7. I understand that you will not reveal this information to any other organisation or individual, unless circumstances suggest that the protection of a child or vulnerable adult requires immediate disclosure. I understand that, if practicable and you are legally able to do so, you will alert me to such possible disclosure and I will be invited to comment.

Please sign and date this form.

SIGNATURE .......................................................... DATE …………………………………………….

NAME (in block capitals) …………………………………………………………………………………………..…

**Section 3: Optional Question**

Is there anything else related to your past or your current circumstances that you would like to tell us, or that you think we may need to know (including any potential conflicts of interest or anything that may bring the charity into disrepute)?

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**Annex A – Disqualification Reasons**

You are automatically disqualified from acting as a trustee if:

1. You have an **unspent** conviction for any of the following
2. an offence involving **deception or dishonesty**
3. a **terrorism** offence
	1. to which Part 4 of the Counter-Terrorism Act 2008 applies
	2. under sections 13 or 19 of the Terrorism Act 2000
4. a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
5. a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
6. an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
7. an offence of **misconduct in public office, perjury** or **perverting the course of justice** yes/no
8. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting)in relation to the offence
9. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
10. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making , or causing to be made, a false statement in a document verified by a statement of truth
11. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
12. You are **a designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
13. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
14. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
15. You have been **removed** **from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
16. You are **disqualified from being a company director,** or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
17. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
18. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
19. You are **subject to** a moratorium period under **a debt relief order**, or a debt relief restrictions order, or an interim order
20. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)
1. <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions> [↑](#footnote-ref-1)
2. <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver> [↑](#footnote-ref-2)