



# **RECRUITMENT**

## **Procedures for the Recruitment and Selection of Staff/Volunteers in Regulated Work with Children & Vulnerable Adults**

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**NOTE: This Policy and these procedures deal with recruiting staff/volunteers to undertake regulated work with children and vulnerable adults.**

### How to assess if someone is doing regulated work:

#### 1. *Is it work?*

It has to be work, (paid or unpaid) i.e. not simply an arrangement between friends/family.

#### 2. *Who are they working with?*

It has to be with children under the age of 18 years.

#### 3. *What do they do?*

The work has to include:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent.

#### 4. *Is it their normal duties?*

It has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description.

#### 5. *Are there any exceptions?*

Where the presence of children in the activity is 'incidental' (e.g. the activity is targeted at adults but has a couple of U18s attending).

For further assistance, to decide if a post is 'regulated' we recommend you refer to the Disclosure Scotland Regulated Work Assessment Tool at: [www.disclosure-scotland.org.uk/pvg\\_training](http://www.disclosure-scotland.org.uk/pvg_training)

# **PROCEDURE FOR THE RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN & VULNERABLE ADULTS**

The Scottish Federation of Sea Anglers will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children and/or vulnerable adults. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within the Scottish Federation of Sea Anglers.

This recruitment and selection procedure has two functions. It:

1. Provides the Scottish Federation of Sea Anglers with an opportunity to assess the suitability of the individual for a particular regulated work role with children.
2. Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure will be completed for all positions deemed to be regulated work with children within the Scottish Federation of Sea Anglers.

## **1. Advertising**

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- The aims of the Scottish Federation of Sea Anglers and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of the Scottish Federation of Sea Anglers open and positive stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

## **2. Pre-application Information**

Pre-application information for these positions will be sent to applicants and will include:

- A [job description](#) and [person specification](#) (e.g. stating qualifications or experience of working with children required) which outlines the roles and responsibilities of the position.
- [Application form](#), [self-declaration form](#) and [PVG Scheme Q&A guidance notes](#).
- Information on the Scottish Federation of Sea Anglers and related topics.

Evidence of qualifications will always be verified.

## **3. Application and Self-Declaration Form**

All applicants will be requested to complete an [application form](#) and [self-declaration form](#). The purpose of the application form is to obtain relevant details for the position and referee contact details. The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

#### **4. Review Applications**

The Scottish Federation of Sea Anglers will review application forms and consider applicants for interview. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

#### **5. Interview**

Interviews will be carried out for all positions which are regulated work with children. .

#### **6. Offer of Position**

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of the Scottish Federation of Sea Anglers, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the Child Protection Officer.

The applicant's appointment will only be confirmed when:

- the self-declaration form has been opened and considered
- satisfactory references have been received and checked
- a satisfactory Scheme Record/Scheme Record Update has been received.

#### **7. References**

[References](#) will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

#### **8. Membership of the PVG Scheme**

The Scottish Federation of Sea Anglers is registered with Disclosure Scotland. Individuals carrying out regulated work with children within the Scottish Federation of Sea Anglers must be members of the PVG Scheme.

The Scottish Federation of Sea Anglers will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed the SFSA Coaching Officer.

#### **Overseas Applicants**

Applicants from overseas being appointed to regulated work with children within the Scottish Federation of Sea Anglers are required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

## **9. Induction**

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.
- Clarification of the expectations, roles and responsibilities of the position.

## **10. Training**

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. Recommended training includes sportscoach UK's 'Safeguarding & Protecting Children' (a basic introduction to child protection) and, should it become relevant, In Safe Hands (a workshop for club child protection officers).

## **11. Probation**

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

## **12. Monitoring and Performance Appraisal**

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

## **13. Ongoing suitability**

Once an individual is in a position of regulated work, the Scottish Federation of Sea Anglers will require the individual to complete a self-declaration form and apply for a Scheme Record Update every two/three\* years. This ensures the organisation is continually risk assessing staff/volunteers to keep participating children safe.

## **14. Existing staff/volunteers joining PVG Scheme**

For existing members of staff/volunteers, who were not previously checked or were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003, the Scottish Federation of Sea Anglers will require those individuals to become PVG Scheme members if they are carrying out regulated work with children.

At the appropriate time, existing members of staff/volunteers will be notified by a [Retrospective checks letter](#) giving information on the process. Staff/volunteers will be required to complete a self-declaration form and submit a Scheme Record/Scheme Record Update application. This will ensure, over time that everyone in regulated work in the organisation is a PVG Scheme member.

## **15. New vetting information on PVG Scheme Records**

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow the Scottish Federation of Sea Anglers Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

#### **16. Consideration for Children's List or Barred Individuals**

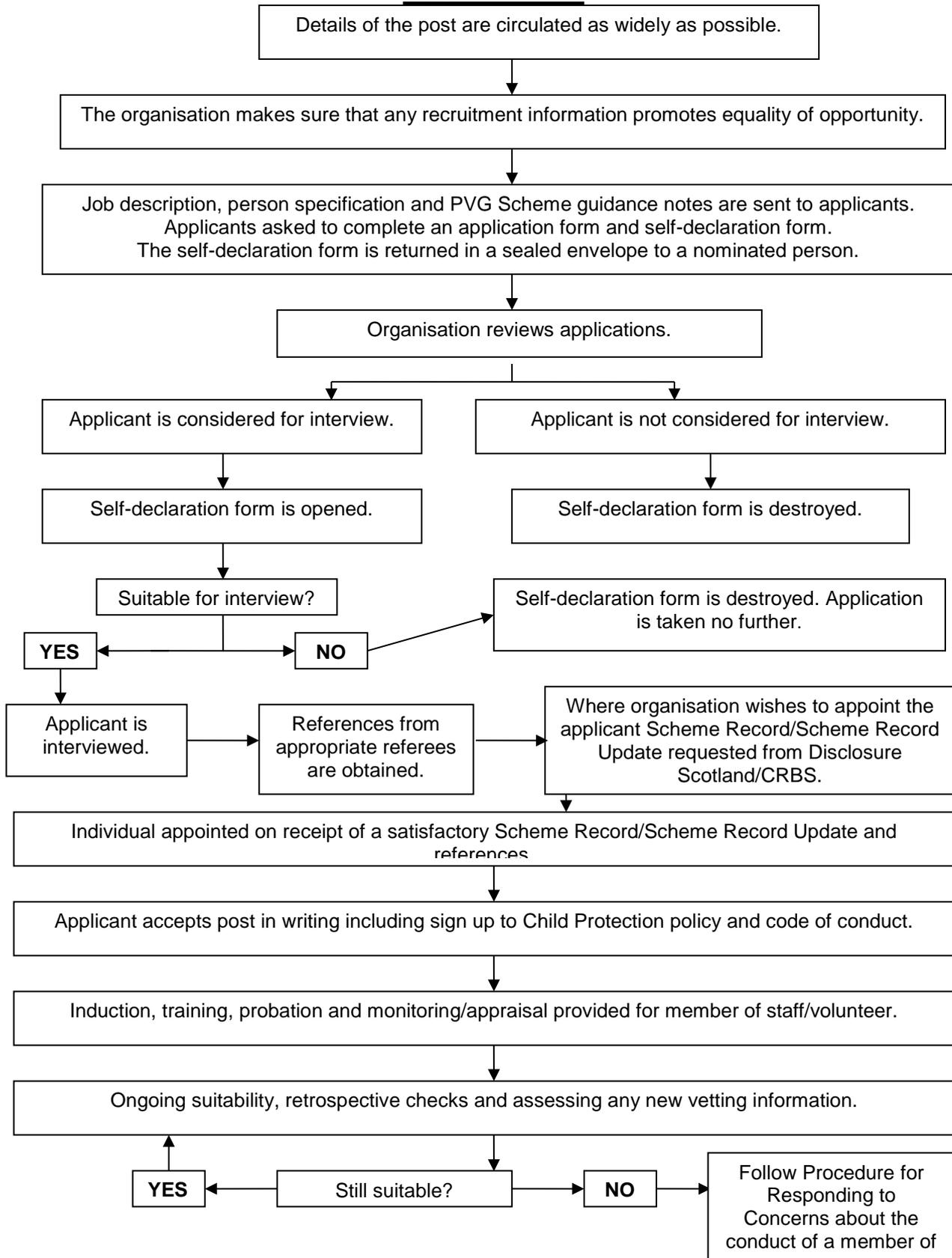
If Disclosure Scotland inform the Scottish Federation of Sea Anglers that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notify the Scottish Federation of Sea Anglers that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

#### **17. PVG Scheme Member leaves *the Scottish Federation of Sea Anglers***

The Scottish Federation of Sea Anglers will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with the Scottish Federation of Sea Anglers for up to three months, the Scottish Federation of Sea Anglers will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation.

# PROCEDURE FOR RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN FLOWCHART



## **LETTER TO APPLICANTS FOR REGULATED WORK WITH CHILDREN - TEMPLATE**

Dear

Your interest in the position of \_\_\_\_\_ (e.g. coach) within the activity of **Sea Angling**

We thank you for your interest in taking up this post within Sea Angling and have pleasure in enclosing forms that are relevant to this. Please contact ***[insert name and details]*** if you have any questions or need help completing the forms.

The Scottish Federation of Sea Anglers has a legal duty to ensure the suitability of any individual who works or volunteers with children and young people. In accordance with the Scottish Federation of Sea Anglers Child Protection Policy and Procedures, everyone seeking appointment in such a position must complete an application form and a self-declaration form prior to appointment. The Scottish Federation of Sea Anglers deems this post to be 'regulated work with children'. To comply with the Protection of Vulnerable Groups (Scotland) 2007, the Scottish Federation of Sea Anglers will require the person it wishes to appoint to this post to be a member of the PVG Scheme. If you are considered suitable for this role you will be asked to complete a Scheme Record/Scheme Record Update.

We would ask, therefore, that you complete the enclosed application and self-declaration forms. Please insert the self-declaration form in the enclosed envelope marked, '**Private and Confidential – Self Declaration**', seal it and return it, with the application form.

All information will be strictly managed in accordance with the Scottish Federation of Sea Anglers Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders **and will only be shared with those who are involved in decisions about recruitment and selection**. Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and nature of the position. A full assessment of each applicant's suitability will be undertaken based on all available information.

Thank you, again, for your interest in promoting Sea Angling to children and young people. We look forward to receiving your application.

Yours

### **Enclosed:**

- Job description for regulated work with children.
- Application form for regulated work with children.
- Self-declaration form for regulated work with children.
- An envelope marked "**Private and Confidential – Self Declaration**".
- PVG Scheme Q&A guidance notes.

## **JOB DESCRIPTION FOR REGULATED WORK WITH CHILDREN – TEMPLATE**

A job description outlines the responsibilities of a role. Anyone interested in taking on that role is clear about what is expected of them as well as who they report to and other practicalities. The following can help act as a 'prompt' when putting together a job description. (NOTE: Step 1 includes a template job description for a Child Protection Officer).

**POST:**

**LOCATION:**

**RESPONSIBLE TO:**

**SALARY:**

**APPROXIMATE WEEKLY TIME COMMITMENT:**

<b>Responsibilities</b>	
<p>General Role:</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p>Key Focus Areas:</p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> <li>▪ To proactively involve the children with whom you work in the development of their club/section/team.</li> <li>▪ To observe all relevant health and safety requirements.</li> <li>▪ To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.</li> </ul> <p>To undertake any additional and appropriate functions as agreed with line manager/supervisor.</p>	
<b>Person Specification</b>	
<p><b>Essential:</b></p> <p>Qualifications:</p> <p>Knowledge:</p> <p>Other Areas:</p> <ul style="list-style-type: none"> <li>• An understanding that the welfare of children is paramount.</li> <li>• A commitment to safeguard the children they are responsible for or come into contact with.</li> <li>• A commitment to and understanding of the principles of participation.</li> <li>• Commitment to the principle of Equal Opportunities and opposing/challenging discriminatory practice.</li> <li>▪ An awareness of personal responsibility in relation to health and safety.</li> </ul>	<p><b>Desirable:</b></p>
<b>Skills/Experience</b>	
<ul style="list-style-type: none"> <li>▪ Experience of working with children.</li> </ul>	

# **SFSA COACH APPLICATION FORM**

Staff/Volunteer role applied for: <b>Angling Coach</b>
--------------------------------------------------------

## **1. Personal Details:**

Forename(s)		Surname	
Any previous name by which you've been known			
Address		Home Tel No	
		Work No (please state if you don't wish to be contacted at work)	
Postcode		Mobile No	
		Email Address	

## **2. Current Employment:**

Employer's Name and address	Position:	Date appointed:
	Salary:	Additional benefits:
	Notice required and reason for leaving:	
	Please outline your duties and responsibilities:	

## **3. Previous Employment (start with most recent)**

From - To	Employer's Name and address	Post held	Reason for leaving

From - To	Employer's Name and address	Post held	Reason for leaving

**4. Education and qualifications**

From-To	Secondary Schools, Colleges, Polytechnics, Universities and other Institutions (indicate full or part-time)	Qualifications

### 5. Other training and qualifications

From-To	Please give details of any training courses (e.g., coaching courses etc) or qualifications relevant to this application	Qualifications

### 6. Supporting Statement

Please state how you think your skills and experience match the requirements of the job description and give your reasons for applying. Please include any relevant voluntary work (with dates) and technical skills which we should know about.

## 7. Additional Information

Please tell us if you feel we will need to provide any additional support to enable you to fulfil this role e.g. in relation to health, mental health or disability.

## 8. Interview Availability

Please advise of any dates you would be unable to attend an interview.

## 9. The Vacancy

How did you learn of this vacancy?

## 10. References

Please give details of two referees (preferably with first-hand knowledge of your previous work with children). References from relatives will not be accepted. Let us know if you do not want us to contact a referee prior to interview.

Name	Name
Address	Address
Postcode	Postcode
Tel No	Tel No
How do they know you?	How do they know you?

How long have they known you?	How long have they known you?
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**11. Declaration**

Data Protection Act. In order to recruit to the post the Scottish Federation of Sea Anglers will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent. I consent to the processing of personal information in the way described. As this role is regulated work with children, I consent to the Scottish Federation of Sea Anglers requesting a Scheme Record/Scheme Record Update (as appropriate) under the Protection of Vulnerable Groups (Scotland) Act 2007.

Declaration. I declare that to the best of my knowledge the information given on the form is true and correct. I understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from my application.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**To be completed by Human Resources/Child Protection Officer\***

I confirm that I have seen the following identification documents relating to **[insert name of applicant]**:

- 1.
- 2.

***Note: At least one form of identification must be photographic.***

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Position \_\_\_\_\_

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\* delete as appropriate to your organisation

**SFSA STAFF/VOLUNTEER APPLICATION FORM  
SELF-DECLARATION FORM FOR REGULATED WORK WITH**

(Completed forms should be sent to: SFSA, 22 Pitreavie PI, Kirkcaldy KY2 6JX)

The roles of Angling Coach and Child Protection Officer at the SFSA is 'regulated work' with children. Before the SFSA 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 can be found at:**

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

**Details of Schedule B1 Offences can be found at:**

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

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

**PERSONAL DETAILS**

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

**DETAILS OF ROLE WITHIN SPORT e.g. assistant coach U12s**

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**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.
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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

If yes, please provide details

### **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 6 – 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 the SFSA 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 SFSA 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete and return in a sealed envelope marked, '**Private and Confidential – Self Declaration**'.

## **PVG SCHEME Q&A GUIDANCE NOTES**

*The Protection of Vulnerable Groups (Scotland) Act 2007 introduced the PVG Scheme for those in regulated work with children and protected adults. Disclosure Scotland holds a Children's List and an Adult's List of individuals barred from regulated work with children and/or protected adults.*

*For the purposes of our organisation and in line with our Procedure for the Recruitment and Selection of Members of Staff/Volunteers in regulated work with children, we require you to become a PVG Scheme member.*

Regulated work with children includes:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent.

### ***1. Does the legislation state I need to be a PVG Scheme member to work with children?***

No. It is not a legal requirement for you. However, it is a legal requirement of our organisation to ensure that we do not employ an individual (paid or unpaid) who is on the Children's List and therefore barred from working with children. That is why we are asking you to become a PVG Scheme Member. This is the only way we can check you are not barred. We want to ensure that we are safeguarding the children in our organisation to the best of our ability.

### ***2. What do I need to do to become a PVG Scheme member?***

We have identified that the role you are applying for is regulated work with children. If we wish to appoint you to this post you will have to be a PVG Scheme member. To join the PVG Scheme, it is necessary to complete a form applying for a Scheme Record and have your identification verified. A copy of your Scheme Record, with your own unique identification number, is then issued to you and to this organisation. You will remain a Scheme member for life or until you are no longer involved in regulated work with children.

### ***3. What if I have previous convictions/non-conviction information?***

Having a criminal record will not necessarily prevent you from working in our organisation. Any relevant vetting information disclosed on your Scheme Record will be considered in relation to the position you have applied for. By disclosing this information in the self-declaration form, you will have had the opportunity already to make us aware of this information and provide some details. If required, we will invite you to a meeting to discuss this further (if this did not happen at interview) to ensure we have as much of an understanding as possible with regards to your situation.

### ***4. What are Scheme Record Updates?***

As part of our ongoing commitment to safeguard children in our organisation, we will require those in regulated work with children to complete self-declaration forms every two years as well as complete a Scheme Record Update. This provides both you and our organisation with any updated information on your Scheme Record.

### ***5. How much will it cost?***

*Insert here the costs your organisation will charge for a Scheme Record and a Scheme Record Update or state that there is no charge.*

For more information and details on PVG: <http://www.scotland.gov.uk/Topics/People/Young-People/children-families/pvglegislation/>

## **LETTER TO REFEREES FOR REGULATED WORK WITH CHILDREN - TEMPLATE**

Dear *[insert name]*,

*[name of applicant]* has applied to volunteer with Sea Angling in a role as an Angling Coach and has given your name as a referee. The position is regulated work with children. As an organisation committed to the welfare and protection of children we would like to know if there is any reason at all to be concerned about this applicant being in contact with children?

**YES/NO** Delete as appropriate. If you have answered yes we will contact you in confidence.

We would appreciate your honesty in providing us with some information which will allow us to consider their application. All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position.

**How do you know the applicant and how long have you known them?**

**What qualities does this person have that would make them suitable to work with children?**

Please rate this person on the following (please tick one):

	<b>Unsatisfactory</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Excellent</b>
<b>Attendance</b>				
<b>Responsibility</b>				
<b>Maturity</b>				
<b>Self motivation</b>				
<b>Can motivate others</b>				
<b>Ability to work as a team</b>				
<b>Willingness to follow instructions</b>				
<b>Commitment</b>				
<b>Communication skills</b>				
<b>Trustworthiness</b>				
<b>Reliability</b>				

- If you have ticked unsatisfactory for any of the above, please provide more details.

- Please also use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Please return this in an envelope marked **PRIVATE and CONFIDENTIAL** to:

**Child Protection Officer  
SFSA  
22 Pitreavie Place  
KIRKCALDY  
Fife  
KY2 6JX**