



Letter Explaining Prohibited Employment Declaration Form

March 25, 2005

TO ALL EMPLOYEES

Re: Prohibited Employment Declaration Form

Enclosed is a copy of the Prohibited Employment Declaration Form covering legislative developments which impact on everyone working, or seeking to work, in child-related employment.

The purpose of the Legislation is to make sure that people who are entrusted with the direct, unsupervised care of children and young people have not been convicted of any child related offences. Offences include those relating to child pornography and child prostitution. Persons who have been convicted of such offences are regarded as 'prohibited persons' and they must not apply for, undertake or remain in child-related employment.

As your employer, we are required to request that all 'employees' as defined in the legislation (including volunteers) who work in child related employment disclose whether or not they are a 'prohibited person'. Therefore, you are encouraged to take the following steps to ensure that you are well informed about the legislation:

- If you are uncertain as to whether or not you may be classed as a 'prohibited person', seek further information about this and obtain any necessary advice about your status and your eligibility for child related employment.
- If you are aware that your criminal history now precludes you from being involved in child related employment, you may wish to seek alternative forms of employment independently, or you may wish to discuss this matter with your employer (or another appropriate person) to assist you in removing yourself from child related employment in a manner that is discreet and respectful of your privacy and dignity.

This legislation imposes obligations and responsibilities upon all individuals working in child related employment. However, the operation of this legislation will undoubtedly support the company in providing a safe and secure environment to children and young persons.

The company is mindful of the importance of carrying out these legislative procedures in a manner which ensures confidentiality and privacy for all employees. Please discuss with the Directors any aspect of the Prohibited Employment Declaration Form attached.

Yours sincerely

Company Director



EMPLOYMENT SCREENING – CONSENT FORM

SURNAME:	
GIVEN NAMES:	
PREVIOUS NAMES/ALIASES/MAIDEN NAME:	
GENDER:	
DATE OF BIRTH:	
SPECIFIC POSITION APPLIED FOR:	
STATUS:	<input type="checkbox"/> CASUAL <input type="checkbox"/> PERMANENT <input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTARY
NAME & ADDRESS OF WORKPLACE WHERE POSITION APPLIED FOR:	

I am aware that this position may involve unsupervised child contact. I give permission for a criminal record check to be undertaken to ascertain my suitability for working with children, including;

- A national criminal record check (for relevant child related offences)

I am aware that the PSNI will provide information to Management to enable them to conduct a risk assessment of my suitability to work with children in the position for which I have applied based on the information arising from the above checks.

I understand that the information provided by me for the purposes of employment screening may be used as reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty. My personal information must only be used as directly related to the purpose for which the information was obtained.

I certify that the above information is complete and accurate. I understand that if I have provided false or misleading information it may result in a decision not to employ me or, if employed, may lead to a review of my appointment, including consideration of dismissal.

I consent to the employment screening checks being conducted.

NAME:	
SIGNATURE:	DATE:

PROHIBITED EMPLOYMENT DECLARATION

The Order makes it an offence for a person convicted of a serious sex offence (a prohibited person) to apply for, undertake or remain in, child related employment.

Child related employment means any performance of work that primarily involves direct contact with children where that contact is not directly supervised. This can include, but is not limited to:

- involving the provision of child protective services,
- in pre schools, kindergartens and childcare centres,
- in schools and other educational facilities,
- in detention centres,
- in refuges used by children,
- in wards of public and private hospitals in which children are patients,
- in clubs, associations or movements (including those of cultural, recreational or sporting nature) having a significant child membership or involvement,
- in any religious organisation,
- involving foster or other child care,
- involving direct provision of clinical health services,
- involving the direct provision of counselling or other support services for children.

Under this Order:

- It is an offence for a prohibited person to apply for, undertake or remain in child related employment.
- Employers may ask existing employees both paid and unpaid and preferred applicants for child related employment to declare whether they are a prohibited person or not
- All child related employees must inform their employers if they are a 'prohibited person' or remove themselves from child related employment.
- Penalties are imposed for non compliance.

I have read and understood the attached information in relation to the Order and understand my responsibilities and obligations under this Order.

I am aware that if I have been convicted of a child related offence I am ineligible to apply for, undertake or remain in child related employment.

I understand that if after signing this declaration I am later convicted of a child related offence and become a prohibited person, I must not remain in, apply for or undertake child related employment.

I declare that (please tick the correct box)

- I am a person prohibited by the Order from applying for, undertaking, or remaining in child related employment; or
- I am not a prohibited person

NAME:	
SIGNATURE: DATE:

Note: Seek independent legal advice if you are unsure of your status as a prohibited person. This form should be returned to the **Directors**. This declaration form will be stored securely and confidentially to protect your privacy.