



## About: Declaration Forms

A Declaration Form is a form that allows a youth theatre to ask those interested in working with its young people to self declare any reasons why they think they would be unsuitable for working with children or young people. It may also include a section for self declaration of any previous or pending criminal convictions and circumstances of same.

### Why use...A Declaration Form?

#### When an applicant completes a declaration form the youth theatre can:


- Get relevant information from an applicant about conviction or non-conviction information prior to a Garda Vetting Application being accessed;
- Make a decision about suitability with regards to an applicant who has a conviction;
- Be mindful of the need to treat those with convictions fairly. The fact that a person has a conviction does not necessarily make him or her unsuitable for working or volunteering with children and young people;
- Use the information supplied to help them decide if the applicant's convictions are relevant to the job/volunteering role that they will be carrying out within the youth theatre.

#### When an applicant completes a declaration form, they can:

- Have the opportunity to disclose not only the specific conviction or non-conviction information e.g. offence and sentence details, but also information about the background to the offence, the reasons for their offence, how they completed their sentence and how they have changed their behaviour;
- Highlight any previous or pending criminal convictions to the youth theatre, enabling the youth theatre to treat them fairly.

#### Using and storing the information on a Declaration Form

- A declaration form should be used as part of the recruitment procedures and does not negate the responsibility of the youth theatre to check references and to ask the applicant to apply for Garda Vetting.
- Only those responsible for recruiting, and/or who are able to treat the information responsibly and confidentially, should read declaration forms.
- A decision should be made regarding the stage of the recruitment process that an applicant should be requested to complete a declaration form e.g. prior to interview, on offer of job/volunteering position.

 Declaration forms should be treated as confidential documents and should be stored appropriately and for no longer than is needed e.g. on completion of Garda Vetting procedure, or on the cessation of the person's involvement with the youth theatre.