

CHILD PROTECTION PERSONAL DISCLOSURE FORM

FREEDOM SCRIPTED Ltd is committed to safeguarding the welfare of children and young people. As part of this commitment, FREEDOM SCRIPTED Ltd requires you to complete this form in the following circumstances: -

- You work in a position which does not usually involve working with children but may, from time to time, involve supervised contact with children; or
- You work in a position where working with children will be part of your role, and you are awaiting the return of a satisfactory DBS / Disclosure Scotland check.

Please take the time to familiarise yourself with the SUMMERWATER PRODUCTIONS Ltd **Child Protection Policy** which can be found in the Production Office. The Production Office can also supply a copy of the **PACT Guidance on filming with Children** which provides additional information and guidance and you should read this as it will help you understand your responsibilities when working with children.

Please complete the following: -

I declare that I have never been: -

1. Cautioned or convicted of any offence relating to children or young people; and/or
2. Subject to any disciplinary action or sanction relating to children*

*(this means if your name is on the Sex Offenders Register or you are otherwise known to the police or any Local Authority Social Services Department, or any employer, as being an actual or potential risk to children).

I also understand the following: -

3. If I am awaiting the return of a satisfactory DBS/Disclosure Scotland Check, I understand that I will only be able to carry out restricted duties which means that I cannot work unsupervised or in a Regulated Activity (your manager will be responsible for ensuring a restricted duties plan is in place, and this will be authorised by a more senior manager).
4. I also understand that any false or misleading information I knowingly provide on this form may result in the termination of my engagement with the SUMMERWATER PRODUCTIONS Ltd.
5. If I subsequently meet the criteria outlined in point 1 or 2 above I will inform my manager immediately.
6. I consent to this personal data being processed and kept by SUMMERWATER PRODUCTIONS Ltd for the purpose of child protection in accordance with the *Data Protection Act 1998*.

First Name:

Surname:

Signature:

DATED:

FREEDOM SCRIPTED Ltd reserves the right to verify the information you have given on this form. To make a false declaration is a serious offence, and you may be referred to the appropriate authorities.

Please sign this form and it will be held in a secure location for the duration of your engagement or until a satisfactory DBS/ Disclosure Scotland check has been received.

If you are unable to complete this declaration you must inform your manager, and you will not be permitted to work on any production/project which involves contact with children.