

Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults who may be at risk. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults who are at risk.

This form is strictly confidential and, except under compulsion of law, will be seen only by the Parish Safeguarding Officer, the Incumbent and the Diocesan Safeguarding Team if necessary.

All forms will be kept securely under the terms of the Data Protection Act 1998.

Some posts fall into categories of activity which are eligible for a DBS check and the level of that check for this role should be clear from the job description or explained to you.

Other posts do not fall into these categories, but still come within *Safer Recruitment* guidelines. In all posts that involve regular contact with children or adults at risk, applicants are required to complete this Confidential Declaration Form to support safer recruitment and help ensure our churches and communities are as safe as they can be.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

If you answer 'yes' to any question please give full details. Continue on a separate sheet if necessary and be clear which question you are answering by showing the question number.

- 1 Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with DBS filtering rules? (include both spent and unspent convictions)

Please tick Yes No

- 2 Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with DBS filtering rules?

Please tick Yes No

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, reprimands etc. that are not subject to the DBS filtering rules.

Broadly, where your position/role involves substantial contact with children and/or adults who may be at risk you will be expected to declare all convictions and/or cautions etc, even if they are 'spent', provided they have not been filtered by the DBS filtering rules.

If your position/role does not involve substantial contact with children and/or adults who may be at risk you should only declare 'unspent' and 'unfiltered' convictions/cautions etc.

Convictions, cautions etc and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (eg your solicitor) because any failure to disclose relevant convictions, cautions etc could result in the withdrawal of approval to work with children and/or adults who may be at risk.

3 Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct?

Please tick Yes No

4 Has your name ever been placed on either of the barred lists previously maintained by the ISA and now maintained by the DBS, barring you from work with children and/or adults at risk?

Please tick Yes No

Note: Those applying for work with children and/or adults who are at risk in positions which are outside regulated activity should not respond to this question. If uncertain, your recruiting body will be able to confirm whether or not the position/role for which you are applying is regulated activity.

5 Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or adult at risk, or has any such court made an order against you on the basis of any finding or allegation that any child and/or adult at risk was at risk of significant harm from you¹?

Please tick Yes No

6 Has your conduct ever caused or been likely to cause significant harm to a child and/or adult at risk, and/or put a child or adult at risk at risk of significant harm?

Please tick Yes No

Note: Make any statement you wish regarding any incident you wish to declaration

¹*'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a trusted role or position.*

7 To your knowledge, has it ever been alleged that your conduct has resulted in any of these outcomes?

Please tick Yes No

If yes, please give details

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

Signed

Full Name (in capitals)

Address

Date

Please return the completed form to The Parish Safeguarding Officer

Before an appointment can be made, applicants who will have substantial contact with children and/or adults who may be at risk in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check, as appropriate) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults who are at risk.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed. Application may be declined only if the nature of any matters revealed may be considered to endanger a child and/or an adult who may be at risk at risk.