The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults at risk prior to taking on any role or applying for a DBS check from the disclosure and barring service.

It applies to all roles, including Clergy, Readers, Ordinands, Employees, Authorised Lay Minister, Paid Workers and Volunteers who are to be in substantial contact with children and/or adults at risk. This form is strictly confidential and, other than in cases of serious safeguarding concerns, will be seen only by those involved in the recruitment/appointment process. which may include the Diocesan Safeguarding Advisor or somebody acting in a similar role. All forms will be kept securely in compliance with the Data Protection Act 1998.

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. The existence of a criminal record will not necessarily prevent a person from being appointed.

**All applicants are asked to complete this form and return it to their recruiter.**

To ……………………………………………………………………

Address: ……………………………………………………………

Appointment applied for: ………………………………………….

**CONVICTION HISTORY**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select ‘No’ below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules (*please refer to links on page 5 for further information*), then please select ‘No’ below.

If you have an unspent criminal offence, caution, reprimand or warning according to DBS filtering rules, please select ‘Yes’ below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 (*please refer to link on page 5 for further information*) and the DBS filtering guidance.

1. **Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?**

**Yes / No (please circle/delete)**

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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**POLICE INVESTIGATIONS**

1. **Have you ever been the subject of a police investigation that didn’t lead to a criminal conviction?**

**Yes / No (please circle/delete)**

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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1. **To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)?**

**Yes / No (please circle/delete)**

If yes, please provide details, we will need to discuss this with you.

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1. **Has there ever been any cause for concern regarding your conduct with children, young people and/or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.**

**Yes / No (please circle/delete)**

If yes, please give details.

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**OTHER**

1. **Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?**

**Yes / No (please circle/delete)**

If yes, please give details below.

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1. **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 vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you?**

**Yes / No (please circle/delete)**

If yes, please give details below.

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*Note; 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 an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse*

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

**Yes / No (please circle/delete)**

If yes, please give details below.

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1. **To your knowledge, has it ever been alleged that your conduct has resulted in any of the above?**

**Yes / No (please circle/delete)**

If yes, please give details below.

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1. **Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)?**

**Yes / No (please circle/delete)**

If yes, please give details below, please include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

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*Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities*

1. **Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?**

**Yes / No (please circle/delete)**

If yes, please give details below.

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1. **If you are working from home, or facilitate groups and/or activities from your home, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules; or is that person at present the subject of a criminal investigation/pending prosecution?**

**Yes / No / Not Applicable (please circle/delete)**

If yes, please give details below.

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*Note: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include* ***all*** *clergy).*

**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

**After I have been appointed I agree to inform the Parish Priest, Parish Safeguarding Co-ordinator, or supervisor if in paid employment, if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation. I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a Social Services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation.**

Signed: …………………………………….

Full Name: ……………………………………………. Date of Birth: …………………….

Address: ……………………………………………………………………………………….

…………………………………………………………………………………………………

Today’s Date: ……………………………

**Additional notes**

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).

DBS Eligibility criteria:

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checkingserviceguidance/eligibility-guidance>

For further information on filtering rules and rehabilitation of offenders please click onto the following links:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/148542/rehabilitationoffenders. pdf.pdf

**Requirements**

As you are in a role where you work/volunteer with children or vulnerable adults you must let the Parish Safeguarding Co-ordinator and/or Parish Priest know if you have an issue in your personal life involving the police or children’s social care, which may bring into question your suitability to work with children or vulnerable adults while the matter you are involved with is being looked into by those agencies.

We in the Anglican Church have a duty to safeguard children and vulnerable adults and your disclosure of such information is so that we can risk assess the situation to decide whether you can still continue working/volunteering while the matter is ongoing and also to offer you support in such matters as often the involvement of police/children services can cause added stress.

If you are the victim of domestic violence or have a drug or alcohol issue, please consider disclosing to line manager so that suitable support and guidance can be given to you to assist you in such matters. It is better to disclose so a risk assessment can be undertaken about your suitability to continue with your role whilst also being supported by the church.

**Criminal Bureau Check**

As this post involves working with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands and/or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and CCPAS procedures are available on request for you to read. It is stressed that a criminal record will not necessarily bar you from the role. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

Children and Young People Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.