



Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults experiencing, or at risk of, abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

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

1.	Have you ever been bound over to keep the peace or been convicted or charged with a criminal offence that has not been filtered in accordance with the DBS filtering rules (include both 'spent' and 'unspent' convictions)? If yes, give details here:	YES / NO*
2.	Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules? If yes, give details here:	YES / NO*

*Delete as appropriate.



3.	<p>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?</p> <p>If yes, give details here:</p>	YES / NO*
4.	<p>Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?</p> <p>If yes, give details here:</p>	YES / NO*
5.	<p>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?</p>	YES / NO*

*Delete as appropriate.



6.	<p>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?</p> <p>If yes, give details here:</p>	YES / NO*
7.	<p>To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?</p> <p>If you reply yes, please give details, which may 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.</p>	YES / NO*
8.	<p>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 adults' social care)?</p> <p>If you reply yes, please give details, which may 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.</p>	YES / NO*

*Delete as appropriate.



9.	<p>Has a child in your care 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?</p> <p>If yes, give details here:</p>	YES / NO*
10.	<p>If you are working from home with children, 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?</p> <p>If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s).</p>	YES / NO / NOT APPLICABLE*

ALL THESE MATTERS WILL BE CHECKED WITH THE RELEVANT AUTHORITIES

Before an appointment can be made, applicants who will have substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect 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 experiencing, or at risk of, abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed; it is only if the nature of any matters revealed may be considered to place a child and/or an adult experiencing, or at risk of, abuse or neglect at risk.

*Delete as appropriate.



Declaration:

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

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a police/social services/social work department (children's or adults' social care) investigation.

Signed:

Full name: Date of birth:

Address:

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Date:

Please return the completed form to:

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Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.



Notes applicable to questions 1 and 2:

Declare all convictions, cautions, warnings and reprimands etc that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

Broadly, where your position/role involves substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect (i.e. where you are eligible for an enhanced criminal records check), 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 experiencing, or at risk of, abuse or neglect 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.

You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order); and (d) it does not appear in the DBS's list of specified offences relevant to safeguarding (broadly, violent, drug-related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) to be filtered.** Further guidance is provided by the DBS and can be found at: www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

Please note that 'rehabilitation' periods (i.e. the amount of time which has to pass before a conviction etc can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than four years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

You do not have to declare any adult caution where: (a) six years (or two years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc and (b) it does not appear on the DBS's list of specified offences referred to in the paragraphs above. **Please not that a caution etc must comply with (a) and (b) in order to be filtered.**

If you are unsure of how to respond to the questions, please seek advice from an appropriate independent representative (for example, 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 experiencing, or at risk of, abuse or neglect. However, it is important to note that the existence of a conviction, caution etc will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.



Notes applicable to question 5:

'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 when he/she was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

Notes applicable to question 6:

Make any statement you wish regarding any incident you wish to declare.

Notes applicable to question 8:

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 have worked must be declared. Checks will be made with the relevant authorities.

Notes applicable to question 10:

You are required to answer this only 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).

<https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

For more on DBS filtering rules, see the notes on page 6.



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