

Appendix E: Confidential Declaration Form

To be completed by those wishing to work with children or vulnerable adults.

This form applies to clergy, employees, ordinands, other adults and all volunteers who are likely to be in regular contact with children or vulnerable adults. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Bishops Advisor for Safeguarding or someone in a similar position. All forms will be kept securely under the terms of 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 you are answering.

1. Have you ever been convicted of a criminal offence other than those convictions which are no longer subject to disclosure under the Exceptions Order 1975 (2013).
YES NO

Note: Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the 'Rehabilitation of Offenders Act 1974'. Convictions obtained abroad must be declared as well as those from the UK. For further guidance on these exceptions please refer to DBS Filtering guidance at www.gov.uk/government/publications/dbs-filtering-guidance

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace other than cautions, reprimands, warnings or bind overs which are no longer subject to disclosure under the Exceptions Order 1975 (2013).
YES NO

For further guidance on these exceptions please refer to DBS Filtering guidance at www.gov.uk/government/publications/dbs-filtering-guidance

3. Are you at present under investigation by the police or an employer for any offence?
YES NO

4. Has your name been placed on the Protection of Children Act (POCA), List99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Independent Safeguarding Authority, barring you from work with children or vulnerable people?
YES NO

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

Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse. It also includes matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.

YES NO

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

YES NO

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

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO

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

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared.

8. 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 other legislation?

YES NO

All these matters will be checked with the relevant authorities.

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

Signed:

Email:

Full name:

Date:

Address:

Date of Birth:

Please return completed form to (Named Person):

Before an appointment can be confirmed applicants will be required to obtain an enhanced disclosure 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/role applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.