# 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 below or 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 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).*

***If the role you have applied for is not eligible for an enhanced DBS check you MUST ONLY answer questions 1 and 2 of this form***

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| **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 the DBS filtering rules? (Include both ‘spent’ and ‘unspent’ convictions) | **YES  NO**  *(if Yes, please provide further information below)*: |
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| **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[[1]](#footnote-1)? | **YES  NO**  *(if Yes, please provide further information below)*: |
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***Notes for 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).*

If you are not sure whether or not an offence is subject to filtering rules, you will find a list of offences that will never be filtered by clicking on this link: https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

*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.*

*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 (e.g. 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. Although 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.*

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| **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? | **YES  NO** |
| **4.** | Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? | **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 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** |
| **6.** | 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** |

***Notes for questions 3-6:*** *Make any statement you wish regarding any incident you wish to declare on a separate sheet of paper*

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| **7.** | To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? | **YES  NO** |
| **8.** | 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** |

***Notes for questions 7-8:*** *If you reply yes to questions 7 and/or 8, 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.*

***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.*

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| **9.** | 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** |
| **10.** | 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[[2]](#footnote-2); or is that person at present the subject of a criminal investigation/pending prosecution? | **YES  NO**  **NOT APPLICABLE** |

***Notes for questions 9-10:*** *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)*

***Notes for question 10:*** *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).*

***Note:*** *All these matters shall be checked with the relevant authorities*

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**Declaration**

I declare the above information (and that on any 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 or Adult’s Social Care) investigation.

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| **Full Name** |  | **DOB** |  |
| **Address** |  | **Postcode:** | |
| **Signed** |  | **Date** |  |

Please return the completed form to: **Maureen Phillips, Lead Recruiter,**

**Church Office,**

**179, Pixmore Way, Letchworth SG6 1QT**

**or electronically to:**  [maureen.phillips@stpaulsletchworth.co.uk](mailto:maureen.phillips@stpaulsletchworth.co.uk)

*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.*

1. You do not have to declare any adult caution where: (a) 6 years (or 2 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 footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered** [↑](#footnote-ref-1)
2. See footnotes 25 and 27 above [↑](#footnote-ref-2)