



Confidential Declaration Form

This Confidential Declaration Form must be completed by all those wishing to work with children or vulnerable adults. 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. 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 the next page.

Some questions have explanatory notes which accompany this form.

Please tick

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? <i>See note</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> 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? <i>See note</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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? <i>See note</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> 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? <i>See note</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? <i>See note</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 a Child Protection Plan, 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? <i>See note</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Declaration

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

Signed	Print full name	Address
Date	Date of Birth	

Please return this form in a sealed envelope to:

Form updated on 18/10/2016

Continuation Sheet

If you answered 'Yes' to any question on the previous page, please give details below.
Please mention the question number to which the details apply.

Please use further continuation sheets if necessary.

Notes for the Confidential Disclosure Form

Before an appointment can be made, applicants who will have substantial contact in their roles with children or vulnerable adults will be required to obtain an enhanced criminal record check from the Disclosure and Barring Service (with a barred list check if appropriate).

All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children or vulnerable adults.

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 or adult at risk.

Notes for Questions 1 and 2

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 your position/role involves substantial contact with children or vulnerable adults, you must declare all convictions, charges, cautions, reprimands and warnings that are not subject to the DBS filtering rules. This includes 'spent' convictions. If it does not involve substantial contact, only declare 'unspent' and 'unfiltered' convictions, cautions, etc.¹

Convictions, cautions etc. obtained abroad (or the equivalent) must also be declared, as must any military offences.

If you are unsure of how to respond to these questions, 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 or vulnerable adults.

Note for 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 was in a position of respect, responsibility or authority, where he/she was trusted by others.

Note for Question 6

If 'Yes', please make a statement regarding any such incidents.

Note for Question 7

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.

Please 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.

Note for Question 8

All these matters will be checked with the relevant authorities.

¹ The rules about DBS filtering and 'spent' convictions are complex. Further information can be found at the following websites:
<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<https://www.gov.uk/government/publications/dbs-filtering-guidance>
<http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa>