



THE CHURCH
OF ENGLAND

Diocese of St Edmundsbury
and Ipswich

Confidential Declaration

(Revised September 2015)

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).

Full Name	
Date of Birth	/ /
Full Address	
Email / Telephone No.	

- 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 rules¹? (Include both 'spent'² and 'unspent' convictions)**

[Please read appendix A, notes relating to questions 1 and 2 before continuing]

Please tick: Yes No

If the answer is yes please give the dates and details:

2) Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³?

[Please read appendix A, notes relating to questions 1 and 2 before continuing]

Please tick: Yes No

If the answer is yes please give the dates and details:

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?

Please tick: Yes No

If the answer is yes please give the dates and details:

4) Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults?

Please tick: Yes No

If yes please give details:

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 you⁴ ?

Please tick: Yes No

If yes please give the dates and details:

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?

Please tick: 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? 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.

Please tick: 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:

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 any other legislation?

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

Please tick: Yes No

If yes, please give details:

**Please return the completed declaration to your Incumbent
or Parish Safeguarding Officer**

Please note:

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 via the Diocese of St Edmundsbury and Ipswich (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.

Local Requirement of St Edmundsbury and Ipswich

If a criminal record check disclosure reveals matters relevant to the post for which you are applying, it will not necessarily provide all the details that are required to undertake the necessary risk assessment and they may be held by the police or some other authority. To allow access to these details, we ask you to agree that they may be disclosed by signing the consent below:

Consent

In the event that the DBS check reveals matters about which further information is held by the police or some other authority, then I authorise and agree to the disclosure of that information to the Bishop’s Safeguarding Officer or someone acting in a similar role/position, for the purposes of assessing my suitability for the post.

Signed:

Date: / /

Print Name:

Declaration

I declare that all of this information and any additional information provided on separate sheets is true, accurate and complete to the best of my knowledge.

Signed:		Date:	/ /
Print Name:			

Appendix A

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules.

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. 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

- 1** 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 on 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) in order 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
- 2** Please note that the '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 4 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/>
- 3** 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.**
- 4** '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.