

## Confidential Declaration Form

The role you have applied for is exempted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. Applicants will also be required to complete a Disclosure & Barring Application Form at the same time.

This form is strictly confidential, and except under compulsion of law, will only be seen by those responsible in the recruitment/appointment process, and when appropriate, the Diocesan Safeguarding Adviser. 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. Please note that the existence of a criminal record will not necessarily prevent an applicant from being appointed, however in all cases the appropriate guidance will be sought from the Diocese in regard to assessing the relevance and circumstances of offences.

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1. **Do you have any convictions, cautions, reprimands or warnings?**

Yes  No

***Note:** Please declare all convictions, cautions, warnings or reprimands, that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Convictions obtained abroad must also be declared as well as those from the UK.*

2. **Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?**

Yes  No

3. **Are you at present (or have you ever been) under investigation by the police or an employer for any offence/misconduct?**

Yes  No

4. **Have you or have you ever been prohibited and/or barred from work with children, young people and/or 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 or adult, or has any such court made an order against you on the basis of any finding or allegation that any child or adult was at risk of significant harm\* from you**

Yes  No

***Note:** Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.*

*\* 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 you had pastoral responsibility.*

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

8. **Have you ever had any allegation made against you, which has been reported/referred to, and/or investigated by the Police/Social Services/Social Work Department (Children or Adult Social Care)?**

Yes  No

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

9. **Has a child in your care or for whom you have had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision 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

10. **If your church role involves 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, or is that person at present the subject of a criminal investigation/pending prosecution?**

Yes  No

If yes, please give details including the date(s) and nature of the offence, including the reasons or circumstances which led to the offence(s).

## **DECLARATION**

I declare that, to the best of my knowledge, the above information (and that on any attached sheets) is accurate and complete. *\*(delete if no sheets attached)*. I accept that providing deliberately false information could result in me being withdrawn from the role or activity.

After I have been appointed I agree to inform the relevant church authorities if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Local Authority investigation.

Signed \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_