



## Confidential Renewal Form

**STRICTLY CONFIDENTIAL.** To be completed in full by applicants who have previously completed a Safeguarding Check.

As a place of worship / organisation we undertake to meet the requirements of the General Data Protection Regulation (GDPR) (EU) 2016/679 and all other relevant legislation. To see how your data will be stored and used, please see the [Diocese in Europe's Privacy Policy](https://www.europe.anglican.org/privacy-policy) (<https://www.europe.anglican.org/privacy-policy>).

This form is strictly confidential and, except under compulsion of law, will be seen only by those with a role in authorising and making your appointment. It is only required once for each appointment.

### 01

#### Role information

Name of Chaplaincy

Role Title

Date of previous safeguarding check (DD/MM/YYYY)

### 02

#### Contact information

Title

Surname

Forename/s

Any former name/s

Date of birth (DD/MM/YYYY)

Email address

Telephone

Current address  
(house number, street  
name, town)

Country

Postcode

### 03

#### Country information

List all countries where you have been resident for longer than one month since your last Safeguarding Check.

Current country of residence

Resident since (month/year)

Country

From (MM/YYYY)

To (MM/YYYY)

## 04

### Court and Police Investigations / Convictions

Please answer the question below. If you answer yes, please give full details and continue on a separate sheet if necessary. All matters will be checked with the relevant authorities.

You must be honest and answer the question to the best of your knowledge. Any failure to disclose relevant information could result in the withdrawal of any offer of appointment within the chaplaincy / diocese.

You do not need to include information if it complies with all of the following criteria:

- i. A period of 11 years (or 5.5 years if under 18 at the time of the conviction) has passed since the date of the conviction; and
- ii. It is your only offence; and
- iii. It did not result in a prison sentence or suspended prison sentence (or other form of detention); and
- iv. It was not violent, or drug related, or sexual in nature.

**Have you ever been convicted of or charged with a criminal offence? Yes No**

If yes, please give details including the nature of the offence(s) and the dates. Please give details of the court(s) and country/countries where your conviction(s) were heard, the type of offence(s) and sentence(s) received and details of the reasons and circumstances that led to the offence(s):

## 05

### Declaration

- I confirm that the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.
- I confirm that I am not barred or otherwise banned in any way from working with children / vulnerable adults.
- I will apply for any relevant safeguarding checks to the position for which I have applied, if I am appointed. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs, etc., against me will be disclosed along with any other relevant information which may be known to the police, and barred lists held in the relevant countries where I have lived since the age of 16.
- I agree to inform the person within the place of worship / diocese responsible for safeguarding if I am convicted of an offence after I take up any post within the place of worship / diocese. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and / or the termination of my employment / voluntary work.
- I agree to inform the person within the place of worship / organisation responsible for safeguarding if I become the subject of a police and / or a social services / social work department (or equivalent) investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and / or the termination of my employment / voluntary work.

Signature

Print name

Date (DD/MM/YYYY)

## 06

### Where to send this form?

**For all Clergy, PTO, Reader, Postulant, Ordinand, Churchwarden and Chaplaincy Safeguarding Officer positions, please return your completed form directly to:**

**Email:** [europa.safeguarding@churchofengland.org](mailto:europa.safeguarding@churchofengland.org)

**Post:** The Safeguarding Administrator,  
Diocese in Europe, 14 Tufton Street,  
London, SW1P 3QZ, United Kingdom

For all other in-chaplaincy positions that require safeguarding, please return your completed form to your Chaplaincy Safeguarding Officer.

For any queries regarding Confidential Declaration or Renewal forms to, please email the Diocesan Safeguarding Team at [europa.safeguarding@churchofengland.org](mailto:europa.safeguarding@churchofengland.org)