Confidential Declaration Form
(for any Position with the Diocese in Europe)

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation. 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.

Some positions are also eligible for safeguarding checks, which are renewable every five years from the date of issue. Any offer of appointment to such a position will be conditional upon the successful outcome of these checks.

All applicants for any position are asked to fully complete and return this form. If you answer yes to any question please give full details and continue on a separate sheet if necessary.

PERSONAL INFORMATION

Full name: …….

Any other name(s) used (since the age of eighteen): ……..

Address:

…….

…….

Email Address: ……..

Date of birth: ……/……/……

Role: …….. **Chaplaincy (*if applicable*):** ……

What is your current country of residence? ……

Since when have you been resident (month and year)? …….

List all countries in which you have been resident <u>since the age of sixteen</u> together with dates (month and year).

Country	**From** (mm/yyyy)	**To** (mm/yyyy)
……	……	……
……	……	……
……	……	……
……	……	……
……	……	……
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POLICE INVESTIGATIONS

Note: *For positions requiring safeguarding checks any details of cautions, reprimands or warnings, convictions and other relevant police information as well as barring decisions will be revealed. Because such positions are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), you are not entitled to withhold information about matters, which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all relevant information. In the event of appointment, any failure to disclose such relevant information could result in the withdrawal of any offer of appointment within the church/organisation.*

1) **Have you ever been convicted of, or charged with, a criminal offence, that has not been filtered in accordance with the DBS filtering rules[1], either in the UK or abroad (including both 'spent[2]' and 'unspent' convictions)?**

Yes ☐ **No** ☐ **(tick appropriate box)**

If yes, please give details including the nature of the offences 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). Continue on a separate sheet if necessary.

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2) **Have you ever received a caution, reprimand or warning from a police service that has not been filtered in accordance with the DBS filtering rules[3]?**

Yes ☐ **No** ☐ **(tick appropriate box)**

If yes, please give details below, including the date and country of the investigation(s), the police force(s) involved, details of any investigation(s), the reason(s) and disposal(s) if known.

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[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.
Please note that a caution etc. must comply with (a) and (b) in order to be filtered

3) **Are you at present (or have you ever been) under investigation by a police service, former employer or voluntary organisation, for any offence / misconduct, either in the UK or abroad?**

Yes ☐ **No** ☐ **(tick appropriate box)**

If yes, please provide details.

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4) **Are you or have you ever been prohibited and / or barred from working with children and/or vulnerable adults, either in the UK or abroad?**

Yes ☐ **No** ☐ **(tick appropriate box)**

If yes, please provide details.

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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[4], either in the UK or abroad?**

Yes ☐ **No** ☐ **(tick appropriate box)**

If yes, please provide details.

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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, either in the UK or abroad?**

Yes ☐ **No** ☐ **(tick appropriate box)**

If yes, please provide details.

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[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.

7) **To your knowledge, has it ever been alleged that your conduct has resulted in significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm, either in the UK or abroad?**

Yes ☐ **No** ☐ **(tick appropriate box)**

If yes, please provide details.

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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, either in the UK or abroad?**

Yes ☐ **No** ☐ **(tick appropriate box)**

If yes, please provide details.

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REQUIRED SUPPORTING DOCUMENTS

Positions requiring Safeguarding Check(s):

If this is your first check by the Diocese in Europe, we will require a criminal record check from your current country of residence and all other countries that you have lived in for more than six months (as a total of all visits of over one month duration), confirming that you have no criminal record, (convictions, or other findings of guilt) from the relevant national police authority.

If you have had a previous check by the Diocese in Europe, you only need obtain a certificate from your current country of residence and any other countries in which you have been resident for more than six months (as a total of all visits of over one month duration), since your last check.

The link below gives guidance on how to obtain a criminal record check:

https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

Please request that your Safeguarding Officer contact the Diocesan Safeguarding Administrator (contact details below) to initiate a UK DBS check.

If you are unable to provide any of the required certificates / documents, please give reason(s). The accuracy of the information you give will be checked and further advice will then be sought from the Safeguarding Adviser.

Reason(s): …….

……...

DECLARATION

I (full name) ……..

Confirm that I am not barred from working with children/vulnerable adults or from engaging in regulated or controlled activity.

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 against me will be disclosed along with any other relevant information which may be known to the police, and barred lists held in the UK and other countries.

I agree to inform the person within the place of worship/organisation responsible for safeguarding if I am convicted of an offence after I take up any post within the place of worship/organisation. 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/(Children's Social care or Adult Social Services)/social work department 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.

Signed: ……. **Date:** ……

PLEASE RETURN YOUR COMPLETED FORM WITH ANY REQUIRED SUPPORTING DOCUMENTS DIRECTLY TO (OR VIA YOUR CHAPLAINCY SAFEGUARDING OFFICER FOR LOCAL POSITIONS):

Mark Gregory
Safeguarding Administrator
Diocese in Europe
14 Tufton Street
London SW1P 3QZ

mark.gregory@churchofengland.org