

DIOCESE IN EUROPE CONFIDENTIAL DECLARATION

To be completed by those wishing to work with children, young people or vulnerable adults

The Confidential Declaration form applies to beneficed clergy, those who hold the Bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular contact with children, young people or vulnerable adults. The form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan / Bishop's Adviser for Children, Young people and Vulnerable Adults. 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.

1. Have you ever been convicted of any criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

Yes

No

Please tick.

Note: Declare all convictions, cautions, warnings or reprimands however old 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. Posts where the person is working or coming into regular contact with children, young people or vulnerable adults are exempt from the 'Rehabilitation Act 1974'. All convictions, cautions, warnings and reprimands obtained abroad must 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

Please tick.

3. Are you at present under investigation by the police or an employer for any offence?

Yes

No

Please tick.

4. Has your name been placed on the Protection of Children Act List (POCA), List 99 or the Protection of Vulnerable Adults List (POVA), barring you from work with children, young people or vulnerable adults?

Yes

No

Please tick.

5. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm* to a child, young person or vulnerable adult, or has any such court made any order against you on the basis of any finding or allegation that any child, young person or vulnerable adult was at risk of significant harm from you?

Yes

No

Please tick.

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

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6. Has your conduct ever caused or been likely to cause significant harm to a child, young person or vulnerable adult, or put a child, young person or vulnerable adult at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things?

Yes No Please tick.

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 Please tick.

If Yes, please give details, including 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.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

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 care 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 Please tick.

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

9. Have you any health problem(s), which might affect your work with children, young people or vulnerable adults?

Yes No Please tick.

Note: Declare in confidence any health issues that may affect your ability to work with children, young people or vulnerable adults. This question is primarily intended to help you if you subsequently need to withdraw from work eg because of a recurring health issue.

10. Have you, since the age of eighteen, ever been known by any name other than the one given below?

Yes No Please tick.

If yes, please give full details.

Note: Please note that this will include those who have changed name either as a result of marriage or changed name by Deed Poll.

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*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 sexual relationship with child, a young person or adult for whom you had pastoral responsibility.

DECLARATION

I declare that the above information (and that on the attached sheets**) is accurate and complete to the best of my knowledge.

Signed: Date:

Full name (please print):

Address (please print):.....

..... Date of birth

**Please delete if not applicable

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 or vulnerable adults.

Category 1

If you are currently resident in the UK, you are required to:

- a) apply for Enhanced Disclosure from the Criminal Records Bureau.

A copy of Disclosure: Diocesan Policy Statement; Disclosure: Diocesan Appeals and Complaints Procedure; Disclosure: Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information; Disclosure: Policy on the Recruitment of Ex-Offenders; Disclosure: Instructions to Applicants - How to Apply for Enhanced Disclosure; Disclosure – ID Documents; and, where appropriate, Disclosure: Options, is enclosed.

Category 2

If you are currently resident in a country other than UK but have at some time in the past been resident in the UK, you are required to:

- a) complete page 4 of this Child Protection Declaration;
- b) apply for Enhanced Disclosure from the Criminal Records Bureau (not currently required for lay volunteers eg Sunday School staff; Lay Assistants);
- c) obtain a certificate of good conduct or a document indicating no criminal record or a printout of criminal record from your current country of residence.

A copy of Disclosure: Diocesan Policy Statement; Disclosure: Diocesan Appeals and Complaints Procedure; Disclosure: Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information; Disclosure: Policy on the Recruitment of Ex-Offenders; Disclosure: Instructions to Applicants - How to Apply for Enhanced Disclosure; Disclosure – ID Documents; and, where appropriate, Disclosure: Options, is enclosed.

Category 3

If you are not currently resident in the UK and have never been resident in the UK you are required to:

- a) complete page 4 of this Child Protection Declaration;
- b) provide a certificate of good conduct, or a document indicating no criminal record or a printout of criminal record from their current country of residence;
- c) provide a certificate of good conduct or a document indicating no criminal record or a printout of criminal record from your country of origin;
- d) attach a photocopy of your birth certificate.

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Those in Category 2 or 3

I am attaching:

- *A certificate of good conduct (or its equivalent) Yes No **Please tick.**
- *A transcript / extract / printout of criminal record Yes No **Please tick.**
- *A document indicating no criminal record Yes No **Please tick.**

*If none of the above documents, which are usually available on application to the local police or other official authority, can be obtained and attached, please give reason(s). Further advice will then be sought from the Bishop's Adviser for Children, Young People and Vulnerable Adults.

Reason(s):

Those in Category 3

I am attaching a photocopy of my birth certificate Yes **Please tick.**

Clergy or Paid Employees of Churches in the Diocese in Europe

Please return completed form with any required supporting documents to:

The Assistant Diocesan Secretary, Diocese in Europe, 14 Tufton Street, London SW1P 3QZ

Readers, Readers in Training, Applicants under the Ecumenical Canons, Ordinands or Candidates for Ordination Training

Please return completed form with any required supporting documents to:

The Ministry Team Administrator, Diocese in Europe, 14 Tufton Street, London SW1P 3QZ

Sunday School staff, Congregational Worship Leaders and other Church volunteers

Please return completed form with any required supporting documents to your Chaplain

Office (diocesan or church) use only

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|--------------------------|------------|--------|
| CRB Number | Date | Action |
| | --/--/---- | |
| Other Certificate Number | Date | Action |
| | --/--/---- | |

Amended February 2009