

Confidential Renewal Form

STRICTLY CONFIDENTIAL

To be completed in full by applicants who require a Safeguarding Renewal

Role Information

Chaplaincy Name	
Church Name	
Role Title	
Date of Previous Safeguarding Check	

Personal Information

Title		Surname	
First Name			
Middle Name(s)			
Date of Birth			
Any Former Name(s)			
Email Address			
Landline Telephone No.			
Mobile Telephone No.			
Address			

Country Information

Current country of residence	
Since when have you been resident (month and year)?	

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

Country	From (mm/yyyy)	To (mm/yyyy)

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.

Question	Have you ever been convicted of or charged with a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>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):</i></p>		

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 / (Children's Social care or Adult 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	

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://europe.anglican.org/information/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.

Please Return To:

FOR ALL CLERGY, PTO, READER, POSTULANT, ORDINAND, CHURCHWARDEN AND CHAPLAINCY SAFEGUARDING OFFICER POSITIONS, PLEASE RETURN YOUR COMPLETED FORM DIRECTLY TO:

The Diocesan Safeguarding Administrator
Diocese in Europe
14 Tufton Street
London
SW1P 3QZ
europe.safeguarding@churchofengland.org

FOR ALL OTHER IN-CHAPLAINCY POSITIONS THAT REQUIRE SAFEGUARDING, PLEASE RETURN YOUR COMPLETED FORM TO YOUR CHAPLAINCY SAFEGUARDING OFFICER.

FOR ANY QUERIES REGARDING WHO TO RETURN YOUR COMPLETED CONFIDENTIAL DECLARATION FORM TO, PLEASE EMAIL THE DIOCESAN SAFEGUARDING TEAM AT europe.safeguarding@churchofengland.org.

