

Diocese of West Yorkshire and the Dales

Confidential Declaration Form

St James church Thornton

This pro-forma is based on the form in *Promoting a Safe Church*, House of Bishops 2006 and was included in the Safeguarding Guidelines relating to Safer Recruitment Interim guidance 2010.

The Safer Recruitment Policy for the Church of England [June 2013] identifies the need to amend this format to comply with the DBS filtering provision due for completion by the end of 2013.

To be completed by those wishing to work with children or vulnerable adults. The Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who are likely to be in regular contact with children or vulnerable adults. This 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 Safeguarding Children Adviser or someone in a similar position. 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 a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

YES NO

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 or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions 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

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

YES NO

4. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm* from you?

YES NO

5. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm*?

YES NO

Note: Make any statement you wish regarding any incident you wish to declare.

6. 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

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.

7. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, made the subject of a Child Protection Plan 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 other legislation?

YES NO

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

* 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 or were in a position of trust

Declaration

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

Signed.....

Full name.....

Date..... Date of Birth

Address.....

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Please return completed form to: Mrs Lorraine Lee

Before an appointment can be confirmed applicants may be required to obtain a disclosure from the Disclosure and Barring Service. 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.