**Confidential Declaration Form**

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who may be in a leadership position, or in a role that has contact with children and/or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and will be stored safely as required by the General Data Protection Regulations. Except under compulsion of law, will be seen only by those involved in the recruitment/ appointment process and the Diocesan Safeguarding Adviser or someone acting in a similar role who may need to view the data in order to carry out the Diocese’s safeguarding duties. In signing this form you are consenting to the Diocese of Bath and Wells and the parish to which you are applying for a role, storing and processing this information for Safer Recruitment and Safeguarding purposes.

Full name…………………………………………………………………………………………………………

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. Please note that the Disclosure & Barring Service (DBS) is an independent body, which came into existence on the 1 December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

***If the role you have applied for is not eligible for a DBS check you MUST only answer questions 1 and 2 of this form***

1. Have you been ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both spent and unspent convictions)

Yes/No . If yes, please explain below.

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Note: 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 at [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

Please note that the rehabilitation periods (the amount of time which has to pass before a conviction etc. can be 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/

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules?

Yes/No. If yes, please explain below

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Note: 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 referred to in the above notes. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

Additional notes: Where your position/role involves substantial contact with children and/or adults experiencing, or at risk of abuse or neglect you will be expected to declare **all** convictions and/or cautions etc., even if they are spent provided they have not been filtered by the DBS filtering rules. Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

**If your position/role does not involve substantial contact with children and/or adults experiencing, or at risk of abuse or neglect you should only declare unspent and unfiltered convictions/cautions etc.**

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct?

Yes/No. If yes, please explain below

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4. Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?

Yes/No. If yes, please explain below

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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?

Yes/No. If yes, please explain below.

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Note: Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health or development. It will also include matters such as 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.

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?

Yes/No. If yes, please explain below

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7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes/No. If yes, please explain below.

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8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)?

Yes/No. If yes, please explain below giving 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.

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

9. 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?

Yes/No. If yes, please explain below.

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10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules; or is that person at present the subject of a criminal investigation/pending prosecution?

Yes/No/Not Applicable. If yes, please explain below, giving details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s).

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*Note: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include* ***all*** *clergy).*

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

Before an appointment can be made applicants who will have substantial contact with children and/or adults experiencing, or at risk of abuse of neglect in their role, will be required to obtain an enhanced criminal record check (with or without a barred list check as appropriate) 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 adults experiencing, or at risk of abuse or neglect. Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult experiencing, or at risk of abuse or neglect at risk of harm.

**Declaration**

I declare that the above information (and that on any attached sheets) is accurate and complete to the best of my knowledge. I consent to the Diocese and the parish storing and processing this information for safer recruitment and safeguarding purposes.

I agree to inform the Bishop or the Diocesan Safeguarding Advisor if I am cautioned or convicted of an offence after I take up post or if I become subject of an investigation by one of the statutory agencies. 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 this work.

Signed..................................................................Date....................................................

Full name.........................................................................................................................

Date of Birth .....................................................

Address............................................................................................................................

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**This sheet may be used for further information if required.**

**Please put the question number at the start of each reply.**

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