



## **Protection of Children and Vulnerable Adults**

### **Confidential Declaration**

1. The office, post or positions for which you have applied or currently hold or the work for which you have volunteered or are currently doing gives opportunities for substantial unsupervised contact with children young people and/or vulnerable adults under the age of 18 years. In accordance with the House of Bishops' Policy Document on Child Protection, you are therefore required to complete the enclosed declaration and return them to the person designated at the end of the form.
2. Under the provisions relating to work with children, and young people in the Rehabilitation of Offenders (Exemptions) Order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spend' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to any offence which is within Schedule 1 to the Children and Young Persons Act 1933 or the Schedule to the Disqualification for Caring for Children Regulations 1991 and certain other serious sexual offences. A copy of the Policy Statement will be supplied to you on request to the person designated at the end of the form.
3. If you do not complete the form, or do not disclose a conviction or any other relevant information, this may lead to your not receiving the appointment, licence, permission or approval you are seeking or to its being terminated or withdrawn.
4. The information will be treated as strictly confidential. It will be seen only by the person designated at the end of the form, those acting on his or her behalf and, if that person is not the Chair of the Trustees, by the Co-ordinator and those acting on his/her behalf, and no information in it will be disclosed except where there is a legal duty to do so or where the person designated at the end of the form (or the Chair of the Trustees if he/she is not the person designated) is advised by the Chair of the Trustees' child protection representative that disclosure ought to take place in order to ensure the protection of children.
5. The information given will be checked against the Criminal Records Bureau Records, which is a service for checking the suitability of a proposed appointee to a post involving substantial unsupervised contact with children. If any circumstances are identified (other than through the check with the Consultancy Service) in which your conduct has caused significant harm to a child, young person or vulnerable adult, or placed the welfare of a child young person or vulnerable adult, at risk of significant harm, then in accordance with the Chair of the Trustees' Policy, your name may be referred to inclusion in the Index. All individuals who are placed on the Index in this way are informed in writing and advised of the nature of the allegations made against them, in order for them to have an opportunity to make representations where appropriate.

6. If you have any questions regarding the declaration, then please ask the person designated on the form or the Chair of the Trustee's child protection representative.
7. Please bring this form, with the disclosure form from the CRB, to the appropriate counter-signatory.

### **Notes for the Confidential Declaration Form**

**Questions 1a and 1b:** Declare all convictions, cautions, warnings or reprimands. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared.

Any technical motoring offences dealt with by fine do not need to be declared.

**Question 1c:** You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

**Question 1d:** Declare if you are at present under investigation by the police, social services or an employer.

**Question 2d:** Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

**Question 3:** All these matters will be checked with the relevant authorities.

**Question 4:** Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem.

Some of the information requested on the form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

# Confidential Declaration

(To also be completed for those wishing to work with children or vulnerable people)

The self-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 or vulnerable people. 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/bishop's advisor for children and vulnerable people. 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.

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

*Please tick* YES  NO

1b Have you ever been cautioned by the Police, given a reprimand or warning or bound over to keep the peace?

*Please tick* YES  NO

1c Are you at present under investigation by the police or an employer for any offence?

*Please tick* YES  NO

1d Has your name been placed on the Protection of Children Act (POCA), List 99 or the Protection of Vulnerable Adults List (POVA), barring you from work with children or vulnerable people?

*Please tick* YES  NO

1e Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm\*\* to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

*Please tick* YES  NO

2a Has your conduct ever caused or been likely to harm to a child, young person or vulnerable adult or put a child, young person or vulnerable adult at risk of significant harm?

*Please tick* YES  NO

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

*Please tick* 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.

3 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?

*Please tick* YES  NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

*Please tick* YES  NO

5 Have you, since the age of eighteen, ever been known by any name other than that given below?

*Please tick* YES  NO

6 Have you, during the past five years, had any home address other than that given below?

*Please tick* YES  NO

\* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

\*\* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

**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 .....

Address .....

.....

Date of Birth .....

\*\*\* Please delete if not applicable.

Please return completed form to Rev Canon Adrian Slade, or the appropriate Nominated Person for your parish.:

Before an appointment can be confirmed applicants must receive an enhanced/standard disclosure from the Criminal Records Bureau. Consult with the Bishop's Child Protection Officer, Canon Adrian Slade, 38 Sydenham Villas Road, Cheltenham, Telephone: 01242 253162 Mobile 07976 768298 or e-mail: [glossr@star.co.uk](mailto:glossr@star.co.uk)