



PARISH OF

For beneficed clergy, those who hold the Bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

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 Child Protection Adviser. 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 any criminal offence? (including any spent convictions under the Rehabilitation of Offenders Act 1974)*

YES NO (Please tick)

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

YES NO (Please tick)

1c Are you at present under investigation?

YES NO (Please tick)

1d 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 18 years, or has any such court made any 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?

YES NO (Please tick)

2a Has your conduct ever caused or been likely to *cause* significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm?

YES NO (Please tick)

2b To your knowledge, has it ever been *alleged* that your conduct has resulted in significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm?

YES NO (Please tick)

If yes, please give full 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. Please continue on a separate sheet if necessary.



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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?

YES NO (Please tick)

4. Have you any health problem(s) which might affect your work with children or young people under the age of 18?

YES NO (Please tick)

5. Have you since the age of 18, ever been known by any name other than the one given below?

YES NO (Please tick)

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

YES NO (Please tick)

* 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

Date of Birth

Full Name

Address

*** Please delete if not applicable

Please return completed form to:

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Before an appointment can be confirmed applicants must provide an enhanced disclosure from the Criminal Records Bureau. Clergy should consult with the Diocesan CRB Administrator (01872 573190) or the Diocesan Child Protection Officer (01872 222213) for details of this process. Parish paid employees and volunteers should consult with their Parish Child Protection Co-ordinator or Parish Priest.

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 2a: Make any statement you wish regarding any incident you wish to declare.

Question 2b: 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.

Use of the Confidential Declaration

In accordance with the Criminal Records Bureau Code of Practice, great care must be taken to ensure that those with criminal convictions are not discriminated against. Background information should only be taken into account if it is relevant to the position sought. The CRB advise that anyone seeking an appointment with children or young people should be given an early opportunity to declare any relevant matters. The Confidential Declaration form should be used for this purpose. Information declared will either be checked with the Criminal Records Bureau or with other relevant authorities. A confidential declaration must be held by the person who makes the appointment or provides the licence for all clergy and those paid employees and volunteers who have contact with children.