

CONFIDENTIAL DECLARATION

This form is strictly confidential and, except under compulsion of law, will be seen only by Cathedral Staff with responsibility for Safeguarding and when necessary, the Diocesan Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

Name

Address

Job /Volunteer Title

Date of Birth

If you answer yes to any question, please provide details

1. Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)*?

Please tick

Yes ☐

No ☐

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please tick

Yes ☐

No ☐

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

Please tick

Yes ☐

No ☐

4. Has your name been placed on the DBS Children's or Adults Barred Lists (formerly the ISA lists, and the Protection of Children Act (POCA) List 99, and the Protection of Vulnerable Adults List (POVA)), barring you from working with children or vulnerable people?

Please tick and if "yes" please indicate which list

Yes ☐

No

5. 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 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?

Please tick

Yes ☐

No ☐

6. 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?

Please tick

Yes ☐

No ☐

7. To your knowledge has it ever been alleged that your conduct has resulted in causing significant** harm to a child or vulnerable adult?

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 on a separate sheet.

8. **This question should only be completed by those working with children, young people and vulnerable adults and who have been asked to complete a DBS:**

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 ☐

9. Have you any health problem(s) which might affect your work with children or vulnerable adults?

Please tick

Yes ☐

No ☐

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

Please tick

Yes ☐

No ☐

11. 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.

I include extra sheets with more details. *Please tick* Yes No

DECLARATION

I declare that the above information is accurate and complete to the best of my knowledge.

Signed

Date

NOTE TO APPLICANTS**Disclosure Barring Services (DBS) Check (formally CRB)**

Applicants who are eligible will be asked to apply for an enhanced disclosure from the Disclosure and Barring Service (where appropriate). Some of the information requested on the form will be compared with the results of your DBS application. All information received, on this form or through the DBS, 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 and vulnerable adults.

Overseas applicants and UK applicants who have worked and/or lived abroad are required to also obtain a criminal records check, or 'Certificate of Good Character', from their country of origin. Processes for getting criminal records checks abroad vary between countries. Consult with the Human Resources Department for further details of this process.

Returning completed form and additional sheets

If you have any confidential information to declare, please enclose details with your Confidential Declaration Form with any additional sheets in a sealed envelope and return marked confidential to:

The Head of Human Resources, 8 The Precincts, Canterbury, Kent, CT1 2EH

If any information has been declared in response to questions 1 to 9 (other than a technical motoring offence), the Head of Human Resources will consult with Safeguarding Management Group and the Diocesan Safeguarding at once.

Notes for completion of Confidential Declaration Form**Question 1, 2 and 3**

Declare all convictions, cautions, warnings or reprimands, however old, or whether you are at present under investigation by the police, social services or an employer. Posts where the person is working or coming into contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared. All these matters will be checked with the relevant authorities.

Convictions abroad must be declared as well as those from the UK.

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

Question 5

You must declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.

Question 6

Make any statement you wish regarding any incident you wish to declare

Question 7

Declare any allegations made against you, however long ago, that you have significantly harmed a child or vulnerable adult. 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 9

Please declare in confidence any health problems that may affect your ability to work with children or vulnerable adults. This question is primarily intended to help you if you subsequently need to withdraw from work with children or vulnerable adults e.g. because of a recurring health problem.

Questions 10 and 11

If you answer "yes" to question 10 and/or 11, you should include full details on a separate sheet, and, if completing a DBS ensure you include this information in the relevant section on your DBS application.