



Diocese of St Albans

CONFIDENTIAL DECLARATION

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, young people under eighteen years of age and/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/bishop's child protection officer. 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 of paper 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?

Please tick YES NO

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, young person under the age of eighteen years, or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child, young person or vulnerable adult was at risk of significant harm from you?

Please tick YES NO

2a Has your conduct ever caused or been likely to cause significant harm to a child, young person under the age of eighteen, 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, young people under the age of eighteen, or vulnerable adults?

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 is accurate and complete to the best of my knowledge.

Signed

Date Date of Birth

Full Name

Address

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Please return completed form to:

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Before an appointment can be confirmed applicants must provide an enhanced disclosure form from the Criminal Records Bureau. Consult with your bishop's office for details of the process.

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.

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

Question 1d: 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 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, young person 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 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 or vulnerable adults. This question is primarily intended to help you if you subsequently need to withdraw from work with children or vulnerable adults, for example because of a recurring health problem.

Some of the information requested on the form will be checked with the Criminal Records Bureau (CRB). 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 CRB 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 anyone seeking an appointment with children, young people and/or vulnerable adults 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 CRB or with other relevant authorities. A confidential declaration must be held, in the case of parish appointments, by the parish; in the case of clergy, by the Bishop who provides the Licence; and in the case of Readers, by the Warden of Readers.