

## Confidential Declaration (House of Bishops' Policy 2004)

**Please note guidance from House of Bishops' Policy 2004 regarding who needs to complete this 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 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 Bishop's 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 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 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 cause significant harm to a child or young person under the age of eighteen, or put a child or young person 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..... Date of Birth.....

Full Name.....

Address.....

.....

..... Postcode .....

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

Please return completed form to:

.....

.....

.....

Before an appointment can be confirmed, applicants must provide an enhanced/standard disclosure from the Criminal Records Bureau.

Consult with your incumbent, Parish Child Protection Co-ordinator, or the Archdeacon 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.

**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 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.

