



Diocese of Guildford



Protection of Children and Vulnerable Adults Confidential Declaration Form

This form should be completed by all church officers and voluntary workers who are working in regular and direct contact with children and young people under 18 years of age, and/or vulnerable adults. Applicants may also be required to complete a CRB/ISA Application Form at the same time.

This form is strictly confidential, and except under compulsion of law, will only be seen 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 1988.

If you answer 'Yes' to any question, please give details, including the number of the question it applies to and relevant dates, on a separate sheet of paper and supply with the form in a sealed envelope marked 'Private and Confidential' to the Incumbent and/or Parish Safeguarding Representative. All information declared will be carefully assessed in liaison with the Diocesan Safeguarding Adviser to decide whether it is relevant to the post applied for, and will only be used for the purpose of safeguarding children and vulnerable adults.

1. **Have you ever been convicted of any criminal offence? (Including any 'spent' convictions' under the Rehabilitation of Offenders Act 1974)?**

Yes No

Note: Declare all convictions, cautions, warnings or reprimands, however old, or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must also be declared as well as those from the UK.

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

Yes No

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

Yes No

4. **Has your name been placed on the Protection of Children Act (PoCA) list, List 99 or the Protection of Vulnerable Adults list (PoVA), barring you from work with children or vulnerable people?**

Yes No

5. **Have you ever been found by a court exercising civil jurisdiction (including family or matrimonial 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?**

Yes No

Note: 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.

Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.

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?**

Yes No

7. **To your knowledge has it ever been alleged that your conduct has resulted in any of those things?**

Yes No *Please tick*

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.

8. **Has a child in your care or for whom you have 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 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

9. Is this a new Confidential Declaration or a Renewal?

New Renewal If a renewal, date of last declaration? _____

DECLARATION

I declare that, to the best of my knowledge, the above information (and that on the attached sheets*) is accurate and complete. **(delete if no sheets attached)*. I accept that providing deliberately false information could result in me being withdrawn from the role or activity.

Signed _____

Full Name _____

Address _____

DOB _____

Date _____

Please return completed form to _____