



Appendix N *Sample*

Self Declaration Form for a Position Requiring a Disclosure

This confidential Self Declaration Form must be completed by **all those wishing to work with children and/or adults** experiencing or at risk of abuse or neglect. It applies to all roles, including ministers, CRCWs, employees, ordinands and volunteers, who may be in a leadership position, or in a role that has contact with children and/or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and will be stored safely as required by the General Data Protection Regulations. Except under compulsion of law, it will be seen only by those involved in the recruitment/appointment process and the Church Safeguarding Co-ordinator or the Synod Safeguarding Officer or someone acting in a similar role who may need to view the data in order to carry out the United Reformed Church (URC)'s safeguarding duties. In signing this form, you are consenting to the URC storing and processing this information for safer recruitment and safeguarding purposes.

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 2018, and all other relevant legislation, and the expectations of the Information Commissioner's Office relating to the data privacy of individuals.

All applicants who wish to work with children and/or adults experiencing, or at risk of abuse or neglect are asked to complete this form, detach it from the application form and return it, to the person detailed below, **in a separate, sealed envelope**.

To:
 [Insert name of person processing Disclosure and Barring Service checks.]

Address:

Position/Role applied for:

Self Disclosure	
If the role you are in or have applied for involves frequent or regular contact with, or responsibility for, children or adults at risk, you will be required to provide a valid Disclosure and Barring Service (DBS) certificate in England and Wales or complete the Protecting Vulnerable Groups (PVG) check in Scotland, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS/PVG checks.)	
Have you ever been known to any children's services department or police as being a risk or potential risk to children or adults at risk?	Yes / No
Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children or adults at risk?	Yes / No

Has there ever been any cause for concern regarding your conduct with children or adults at risk?	Yes / No
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour?	Yes / No
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 (Amendment) 2013?	Yes / No
If “Yes” to any of the above, please provide details on a separate sheet.	

Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and tick the boxes below.

I (Full name) of

(Address)

.....:

<input type="checkbox"/>	agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of appointment may be withdrawn if information is not disclosed by me and subsequently comes to the organisation’s attention.
<input type="checkbox"/>	agree, in accordance with the organisation’s procedures, if required, to provide a valid DBS certificate or PVG details and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children and young people or adults at risk.
<input type="checkbox"/>	agree to inform the person within the place of worship/organisation responsible for processing applications if I am convicted of an offence after I take up any role/post within the place of worship/organisation. Should this come to light in another way, I understand that my failure to disclose will lead to the immediate suspension of my work with children or adults at risk and/or the termination of my role/employment.
<input type="checkbox"/>	agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/ (children’s social care or adult social care)/social work department investigation. I understand that failure to do so will lead to the immediate suspension of my work with children or adults at risk and/or the termination of my role/employment.
<input type="checkbox"/>	understand that the information contained on this form, the results of the DBS/PVG check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children or adults at risk.

	acknowledge that an appointment, if offered, will be subject to satisfactory references and clear criminal record checks for those who undertake regulated activities and work with children and/or adults at risk.
	declare that the information given on this form is correct and understand that on appointment, any misleading statements or deliberate omissions will be regarded as grounds for safeguarding measures aimed at protecting children, young people or adults at risk, or disciplinary action in the case of employers.

Signed:

Date:

Name [Please print]

Legal Information– ATTACHED NOTES

The disclosure of any offence may not prohibit appointment/employment. Please refer to our Rehabilitation of Offenders Policy.

As the position is exempted under the Rehabilitation of Offenders Act, this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act with the exception¹ of those that are subject to the DBS filtering rules.² In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or adults at risk within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS and Disclosure Scotland Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults at risk at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS and Disclosure Scotland Service.

As a condition of employment or voluntary work, we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involves working with children or adults at risk. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or adults at risk then we would also inform them of any knowledge we have of that individual working in any other capacity with children/adults at risk.

¹ Pursuant to The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

² The filtering rules can be found at: www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

Notes for England and Wales

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service (DBS) where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and/or adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1 December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility Guidance: www.gov.uk/government/collections/dbs-eligibility-guidance

Notes for Scotland only

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

- Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;
- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999; [Now DBS List]
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfE List 99. [Now DBS List]
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a childcare position.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which is administered by Disclosure Scotland, delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 by:

- helping to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
- being quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
- striking a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

Ref: www.disclosurescotland.co.uk