

**SELF-DECLARATION FORM FOR A VOLUNTARY POSITION
REQUIRING AN ENHANCED DISCLOSURE**

As a place of worship/organisation, we undertake to meet the requirements of the Data Protection Act 1998, General Data Protection Regulations (from May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants/volunteers are asked to complete this form, detach it from the Application Form, and return it **to the Recruiter detailed below, in a separate sealed envelope***

Name and address of the recruiter:

Name of the candidate:

Voluntary position applied for:

DECLARATION OF CRIMINAL HISTORY

(Please read the notes at the end of this form before completing this declaration)

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) (see note 2 below)

Yes No (Please tick)

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution? For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance in note 6 below

Yes No (Please tick)

If yes, please give details including the nature of the offences and the dates.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)? (See notes)

Yes No (Please tick)

Has there ever been any cause for concern regarding your conduct with children, young people, and vulnerable adults?

Yes No (If yes please give details)

**If preferred you may return this form to the Interdenominational Safeguarding Panel Office, Unit 1, Vale Parc, Colomendy Industrial Estate, Denbigh LL16 5TA*

DECLARATION

I (full name) of (address)

consent to a Disclosure and Barring Service (DBS) check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person responsible for processing my application, within the place of worship/organisation:

-if I am convicted of an offence after I take up any post within the place of worship/organisation.

-if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services) investigation after I take up any post within the place of worship/organisation.

I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: Date:

Notes:

1. *As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland. See also [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](#)*
2. *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 exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. *[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](#)*
3. *The DBS Service 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 vulnerable adults at risk.*
4. *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 General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DB.*
5. *Children and Young People 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 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 vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.*
6. *Filtering of convictions. The amendment to the Exceptions Order 1975(2013) provides that certain spent convictions and cautions are 'protected' and not subject to disclosure to employers and cannot be taken into account. [DBS filtering guide - GOV.UK \(www.gov.uk\)](#)*