

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

As a place of worship/organisation, we commit to meeting the requirements of the Data Protection Act 2018, the UK General Data Protection Regulations (GDPR UK), all other relevant legislation, and the expectations of the Office of the Information Commissioner in relation 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:
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Name of the candidate: .....

Voluntary position applied for: .....

**DECLARATION OF CRIMINAL HISTORY**

**(Please read the notes at the end of this form ( page 3) before completing this declaration)**

1. 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)

2. 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 below including the nature of the offences and the dates. Please include the circumstances that led to the offence(s) if relevant.

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3. 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  (If yes please give details at the end of this form )

4. To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by Social Services (Children's or Adult Social Care)?  
Yes  No  (If yes please give details at the end of this form)

5. 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 at the end of this form)

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

6. Have you ever lived, worked, or volunteered outside the UK?

Yes  No  (If yes please note country) \_\_\_\_\_

7. Do you have any overseas convictions?

Yes  No  (If yes please give details at the end of this form)

8. Does this role involve working in regulated activity? (See note 5 and 7 below) Yes  No   
If yes please answer question 9 below.

9. Are you or have you ever been barred from working with children or adults with care and support needs (vulnerable adults)?

Yes  No  (If yes please give details below)

## DECLARATION

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

consent to an enhanced 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: \_\_\_\_\_

**Please use this space to give any information related to your answers:**

Continue on a separate sheet if necessary.

See page 3 for notes

**Notes:**

1. *As this post involves working contact with children, young people and/or vulnerable adults or responsibility for such roles ( eg. Trustee in a charity that works with children or vulnerable adults) all such 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) See also [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](http://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 \(www.gov.uk\)](http://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 DBS.*
5. *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 \(www.gov.uk\)](http://www.gov.uk)*
7. *(see section 2 / page 17 of the Safeguarding vulnerable groups handbook) for information about regulated activity. It is illegal for a barred person to engage in regulated activity.*

