

Annexe I

CONFIDENTIAL DECLARATION



The Diocese of
Canterbury
**THE CHURCH
OF ENGLAND**

This form applies to 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 or vulnerable people.

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 adviser for children and vulnerable people. 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)?*
- YES NO (please tick)
- 1b Have you ever been cautioned, given a reprimand or warning or bound over to keep the peace by the police?
- YES NO (please tick)
- 1c Are you at present under investigation?
- YES NO (please tick)
- 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 vulnerable person, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable person was at risk of significant harm from you?
- YES NO (please tick)
- 2a Has your conduct ever caused or been likely to cause significant harm** to a child or vulnerable person, or put a child or vulnerable person at risk of significant harm?
- YES NO (please tick)

NOTES

Questions 1a and 1b: Declare all convictions, cautions, warnings or reprimands except technical motoring offences dealt with by fine.

Posts where the person is working or coming into contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared.

Question 1c: Declare if you are at present under investigation by the police, social services or an employer.

Question 1d: You must 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.

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, young person or vulnerable adult. 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 or adults. This question is primarily intended to help you if you subsequently need to withdraw from work, 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.

2b 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.

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(Please continue on a separate sheet if necessary)

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?

YES NO (please tick)

4 Have you any health problems which might affect your work with children or vulnerable adults?

YES NO (please tick)

5 Have you, since the age of eighteen, ever been known by any name other than that given ?

YES NO (please tick)

6 Have you, during the past five years, had any home address other than that given ?

YES NO (please tick)

* All previous convictions, with the exception of the 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

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Address

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*** Please delete if not applicable.

Please return completed form to:

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Before an appointment can be confirmed applicants must provide a Disclosure from the Criminal Records Bureau.