

Each one of you has received a special grace, so, like good stewards responsible for all the different graces of God, put yourselves at the service of others. (1 Peter 4:10)

Why does the Catholic Church ask for this form to be completed?

The Catholic Church uses CRB Disclosures to ensure that those working with vulnerable groups within their parish activities and Religious Orders have been recruited on a fully informed basis.

The Catholic Church is required, under the Rehabilitation of Offenders Act 1974, to provide you, as the applicant, with the opportunity to voluntarily disclose any convictions, cautions, warnings or bind-overs.



There is also an expectation that the Catholic Church check an applicant's previous employment and relevant experience as part of the broader recruitment process.

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of "spent" offences if asked about their criminal record.

However there are certain professions and employments where ex-offenders have to disclose information about spent (in addition to "unspent") convictions where the organisation indicates that the role being applied for is exempted (see below).

The post for which you have applied or are currently working is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions Order).

Exempted roles/occupations (relevant within The Church) are those roles in relation to children or vulnerable adults which involve either regular contact with or regularly caring for, supervising, training or being in sole charge of such people.

These are in addition to certain positions of trust (this includes the Clergy and Religious roles) and those roles delivering the provision of health services in the course of normal duties (i.e. Care Homes run by Religious Orders);

Who will have access to the completed form and its contents?

Once you have completed, signed and dated the attached form please detach these notes and retain them for your future reference and information.

Place the completed form in a SEALED envelope and pass to your Parish Representative; Religious Representative or nominated recruiting person e.g. Care Home Centre Manager.

The completed form and its contents will only be reviewed by those with the entitlement to do so to assess relevancy of the contents e.g. the Diocesan Safeguarding Coordinator/Officer or your employer.

The form and its contents will NOT be viewed or made known to your local Parish/Religious Representative

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION & REFERENCE

What happens if something is declared?

Any information you supply on the form will not necessarily bar you from undertaking the role for which you are applying/currently working in.

Your Diocesan or Religious Safeguarding Coordinator/Officer or employer will contact you to discuss any information you disclose and obtain any further details required to help assess the relevancy of the information to the role for which you are applying.

Should further information be warranted in light of your disclosure of information, your prior consent will be sought BEFORE further information or enquiries are made.

How will decisions be made in light of information disclosed?

Decisions will be made based on full examination of the information disclosed, following further discussion with you regarding the details and circumstances and with possible referral to relevant parties (with your prior consent). You will be kept informed of the decision process and outcome.

Who will be involved in the decision making process?

Your Diocesan or Religious Safeguarding Coordinator/Officer or employer will make the decision in consultation, if necessary, with the appropriate Safeguarding Commission.

Where will this form be held; by whom and for how long?

This form will be retained by the Diocesan Safeguarding Office; Religious Order or employer as per the Safe Storage and Retention Policy requirements.

The form will NOT be retained within your local Parish.

The form will be retained for 75 years* within either:-

- a. lockable, non-portable cabinets (with restricted access to keys by authorised and relevant personnel only)
- b. stored electronically on password protected, secure, Safeguarding specific drives accessible only by authorised Safeguarding personnel within Dioceses or Religious Orders.

All authorised personnel have completed and signed a Confidentiality Agreement.

*This period was prescribed by The National Catholic Safeguarding Commission (NCSC) in 2009.

CSAS is the national agency for safeguarding within the Catholic Church in England & Wales. The National Safe Recruitment policy has been endorsed by the Bishops Conference and the Conference of Religious. CSAS is the Registered / Umbrella Body of the CRB for the Catholic Church of England & Wales.

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Safeguarding Self Declaration (**Confidential**)

If you have any queries regarding the completion of this form please contact your Safeguarding Office in Confidence. If you have a disability that may make the completion of this form difficult, the form can be completed by someone on your behalf however we still require you to sign the form.

(Please complete in **BLOCK CAPITALS** using black ink)

Parish / Religious Order:

Role(s) Applied For:

Status of Role: Employed / Post holder / Voluntary (please delete accordingly)

Title: Mr/Mrs/Miss/Ms/Other (please specify)

Current Full Name: (please include all forenames in addition to your surname)

Full Address:

Postcode:

Date of Birth: (dd/mm/yyyy) / /

Male / Female (please delete accordingly)

Preferred Contact Telephone number(s):

Email Address:

Under the Rehabilitation of Offenders Act, we are required to provide you with an opportunity to voluntarily disclose any convictions including offences, cautions, reprimands, bind-overs or warnings. The following 2 questions are asked specifically in relation to this requirement. Declaration of such information will not necessarily bar you from undertaking the role for which you are applying/currently working in. In the event that further information is required, this will only be sought with your prior consent.

Question 1 of 7

Have you ever been convicted (including convictions as per the above which are "spent")?

If Yes, please give details and indicate if offences occurred whilst a juvenile or an adult.

Yes / No

Juvenile

Adult

Question 2 of 7

Are you subject to any current criminal investigations or pending prosecutions?

If Yes, please give details.

Yes / No

Under the CRB Code of Practice and current Safe Recruitment/Selection guidance we are required to provide you with the opportunity to disclose information which may be relevant concerning appropriateness to work with vulnerable groups in the Church. The questions overleaf are asked specifically in relation to this requirement. Declaration of such information will not necessarily bar you from undertaking the role for which you are applying/currently working in. In the event that further information is required, this will only be sought with your prior consent.

Safeguarding Self Declaration (**Confidential**)

Question 3 of 7

Have you ever been subject¹ to a Police investigation in respect of alleged sexually inappropriate or violent behaviour? If Yes, please give details.

Yes / No

Question 4 of 7

Are you currently or have you ever been subject¹ to an employer initiating disciplinary proceedings (including & up to dismissal) for reasons of harassment; bullying or inappropriate conduct²? If Yes, please give details including the outcome of the disciplinary process.

Yes / No

Question 5 of 7

Are you currently, or have ever been, subject¹ to a complaint of harassment; bullying or inappropriate conduct³ within any unpaid/voluntary role? If Yes, please give details including the outcome if concluded.

Yes / No

Question 6 of 7

Are you currently or have you ever been the subject¹ of an investigation into a concern about the protection or wellbeing of any child in your care (up to and including civil court proceedings in relation to a child in your care)? If Yes, please give details.

Yes / No

Question 7 of 7

Are you currently or have you ever been the subject¹ of an investigation under Adult Protection/Safeguarding Adults procedures? If Yes, please give details.

Yes / No

¹meaning you as the accused, not the victim

²behaviour which is in breach of a code of conduct specific to that employer

³behaviour which is in breach of a code of conduct specific to any unpaid/voluntary role

Declaration (please read, sign & date)

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.
- If I am subsequently convicted of any criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to my employer or Safeguarding Office.
- I understand (in accordance with the Data Protection Act 1998) that this Form and any enquiries made in response to the contents of this Form will be retained for 75 years and in the event that I am not appointed/selected due to the contents of this Form, a record of the non-appointment will be retained on the National Database.
- I declare that the information I have given on this form is correct and true to my knowledge.

Signed:

Dated: