**Confidential Safeguarding Self Declaration Form DBS 4**

*If you have a disability that may make the completion of this form difficult, it can be completed by someone on your behalf however you are required to sign and date the form.*

***This form can be returned in a sealed envelope.***

**Please state your PARISH, RELIGIOUS ORDER or ORGANISATION:**

**Please state the CHURCH you belong to within your PARISH if applying for a parish role:**

**Please state ALL ROLES you are applying to undertake to ensure you have the correct level of DBS clearance (include both Voluntary & Employed):**

**Status of Role: Employed: Yes / No Voluntary: Yes / No Post Holder: Yes / No**

***(Delete as appropriate)***

**Title:**

**Current Full Name:**

**Date of Birth: (dd/mm/year)**

**Place of Birth:**

**National Insurance Number:**

 **Home Telephone Number: Mobile Telephone Number:**

**E-mail Address:**

**Full Address: *(including Postcode and the month & year you moved into your current address)***

**If less than 5 years at current address, please provide details of ALL previous addresses including Postcode and dates to & from: (mm/yyyy)**

**Current Full Name: Title*:***

**Date of Birth: Place of Birth:**

**National Insurance No.**

**Previous Names: *(if applicable)***

**Please state ALL previous names including any BIRTH NAMES, MARRIED NAMES or if THE NAME YOU ARE USING IS DIFFERENT TO YOUR BIRTH NAME. Provide ALL DATES you used those names e.g. *from (dd/mm/year) to (dd/mm/year)***

***You must provide proof of all name changes i.e. Marriage/Civil Partnership Certificate , Adoption Certificate, Deed Poll etc. If you are unable to do so you must provide the ID Verifier with a satisfactory explanation***

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 & 2020) provide, that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account.

**Question 1 of 3:**

**Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice?**

**Yes** □ No □ **If YES please provide summary details below**

**Question 2 of 3:**

**Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?**

**Yes** □ No □ **If YES please provide summary details below**

**Question 3 of 3:**

**Are you, or have you ever been the subject of an investigation into a concern about a child in your care or investigated under adult protection safeguarding procedures, or are you currently subject of a Police investigation?**

**Yes** □ No □ **If YES please provide summary details below**

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**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 relevant 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 2018) that this document, and any enquiries made in response to the contents of this document, will be retained in accordance with the record retention schedule (*or until such time that a new Disclosure is required including completion of a Self- Declaration*), and in the event that I am not appointed/selected due to the contents of this document a record of the non-appointment will be retained on the National Database.
* By signing this Declaration, I provide consent to the Catholic Church of England & Wales checking the status of my Disclosure in the future should I subscribe to the online DBS Update Service. These checks will be carried out every *3 years* and should this timeframe need to be adjusted for any reason, further consent will be sought. Should I step down from post I will notify the Safeguarding Office and advise of my request to withdraw my consent.
* I declare that the information I have given on this form is correct and true to my knowledge.

**Signed: Dated:**

1Protected refers to convictions and cautions that will not be included on a DBS Disclosure Certificate. All guidance and criterion the filtering of these cautions and convictions can be found at [https://www.gov.uk/government/collections/dbs-filtering-](https://www.gov.uk/government/collections/dbs-filtering-guidance) [guidance](https://www.gov.uk/government/collections/dbs-filtering-guidance)

**Nationality: Birth Nationality: *(if different)***

**Please state your preferred method of contact:**

**Post:** □ **E-mail:** □ **Telephone:** □