

# Confidential Declaration Form

STRICTLY CONFIDENTIAL

*To be completed in full by applicants for all voluntary and paid roles with the Diocese in Europe*

## Role Information

Chaplaincy Name	
Church Name	
Role Title	

## Personal Information

Title		Surname	
First Name			
Middle Name(s)			
Date of Birth			
Any Former Name(s)			
Email Address			
Landline Telephone No.			
Mobile Telephone No.			
Address			

## Country Information

Current country of residence	
Since when have you been resident (month and year)?	

List all countries where you have been resident for longer than one month in duration since the age of 16:

Country	From (mm/yyyy)	To (mm/yyyy)

## Court and Police Investigations / Convictions

Please answer all questions below. If you answer yes to any question, please give full details and continue on a separate sheet if necessary. All matters will be checked with the relevant authorities.

You must be honest and answer all the questions to the best of your knowledge. In the event of appointment, any failure to disclose relevant information could result in the withdrawal of any offer of appointment within the chaplaincy / diocese.

### Convictions, Warnings, Cautions, Reprimands, etc.

*In answering questions 1 and 2 you do not need to include information if it complies with all of the following criteria:*

- i. A period of 11 years (or 5.5 years if under 18 at the time of the conviction) has passed since the date of the conviction; **and***
- ii. It is your only offence; **and***
- iii. It did not result in a prison sentence or suspended prison sentence (or other form of detention); **and***
- iv. It was not violent, or drug related, or sexual in nature.*

**Question 1**

**Have you ever been convicted of or charged with a criminal offence?**

Yes

No

*If yes, please give details including the nature of the offence(s) and the dates. Please give details of the court(s) and country/countries where your conviction(s) were heard, the type of offence(s) and sentence(s) received and details of the reasons and circumstances that led to the offence(s):*

**Question 2**

**Have you ever received a caution, reprimand or warning from a police service?**

Yes

No

*If yes, please give details below, including the date and country of the investigation(s), the police force(s) involved, details of any investigation(s), the reason(s) and disposal(s) if known:*

**Historical investigations, prohibitions, records of harm to children or adults who may be vulnerable.**

*In answering questions 3 to 9 you must include all information to the best of your knowledge.*

**Question 3**

**Are you at present (or have you ever been) under investigation by a police service, an employer or other organisation for which you worked for any offence / misconduct in any country?**

Yes

No

*If yes, please provide details:*

<b>Question 4</b>	<b>Are you or have you ever been prohibited and/or barred from working with children and/or vulnerable adults, in any country?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details:</i>		
<b>Question 5</b>	<b>Has a family court (or equivalent in any country) concluded that you have caused significant harm* to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm* from you, in any country?</b> <i>* Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details:</i>		
<b>Question 6</b>	<b>Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm, in any country?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details:</i>		
<b>Historical complaints and allegations – whether or not they were proven.</b>		
<i>In answering questions 7 and 8, please declare any complaints or allegations made against you, however long ago, that you might have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.</i>		
<b>Question 7</b>	<b>To your knowledge, has it ever been alleged that your conduct has resulted in significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm in any country?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:</i>		

<b>Question 8</b>	<b>Have you ever had any allegation made against you which has been reported / referred to and investigated by the Police / Social Services / Social Work Department (Children or Adult's Services or equivalent) in any country?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If yes, please provide details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:</i></p>		
<b>Miscellaneous questions.</b>		
<b>Question 9</b>	<b>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 equivalent of a Child Protection Register or been the subject of any form of: child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order, or a similar order under any other legislation, in any country?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If yes, please provide details:</i></p>		
<b>Question 10</b>	<p><i>Please only answer this question if some or all of your work with children or adults is at your home. Please answer this question to the best of your knowledge and ability.</i></p> <p><b>Is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence or is that person at present the subject of a criminal investigation / pending prosecution?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s):</i></p>		

## Declaration

- I confirm that the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.
- I confirm that I am not barred or otherwise banned in any way from working with children / vulnerable adults.
- I will apply for any relevant safeguarding checks to the position for which I have applied, if I am appointed. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs, etc., against me will be disclosed along with any other relevant information which may be known to the police, and barred lists held in the relevant countries where I have lived since the age of 16.
- I agree to inform the person within the place of worship / diocese responsible for safeguarding if I am convicted of an offence after I take up any post within the place of worship / diocese. 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 / voluntary work.
- I agree to inform the person within the place of worship / organisation responsible for safeguarding if I become the subject of a police and / or a social services / (Children's Social care or Adult Social Services) / social work department (or equivalent) investigation. 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 / voluntary work.

Signature	
Print Name	
Date	

*As a place of worship / organisation we undertake to meet the requirements of the General Data Protection Regulation (GDPR) (EU) 2016/679 and all other relevant legislation. To see how your data will be stored and used, please see the Diocese in Europe's Privacy Policy: <https://europe.anglican.org/information/privacy-policy>*

*This form is strictly confidential and, except under compulsion of law, will be seen only by those with a role in authorising and making your appointment. It is only required once for each appointment.*

## Please Return To:

FOR ALL CLERGY, PTO, READER, POSTULANT, ORDINAND, CHURCHWARDEN AND CHAPLAINCY SAFEGUARDING OFFICER POSITIONS, PLEASE RETURN YOUR COMPLETED FORM DIRECTLY TO:

The Diocesan Safeguarding Administrator  
Diocese in Europe  
14 Tufton Street  
London  
SW1P 3QZ  
[europe.safeguarding@churchofengland.org](mailto:europe.safeguarding@churchofengland.org)

FOR ALL OTHER IN-CHAPLAINCY POSITIONS THAT REQUIRE SAFEGUARDING, PLEASE RETURN YOUR COMPLETED FORM TO YOUR CHAPLAINCY SAFEGUARDING OFFICER.

FOR ANY QUERIES REGARDING WHO TO RETURN YOUR COMPLETED CONFIDENTIAL DECLARATION FORM TO, PLEASE EMAIL THE DIOCESAN SAFEGUARDING TEAM AT [europe.safeguarding@churchofengland.org](mailto:europe.safeguarding@churchofengland.org).