

Please use further continuation sheets if necessary.

Notes for the Confidential Disclosure Form

Before an appointment can be made, applicants who will have substantial contact in their roles with children or vulnerable adults will be required to obtain an enhanced criminal record check from the Disclosure and Barring Service (with a barred list check if appropriate).

All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children or vulnerable adults.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child or adult at risk.

Notes for Questions 1 and 2

You must declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s). Guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare all convictions and / or cautions etc, even if they are 'spent' provided they have not been filtered by the DBS filtering rules. If it does not involve substantial contact, only declare 'unspent' and 'unfiltered' convictions, cautions, etc. Please click here for guidance on spent/unspent convictions. Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK. For more information on spent/unspent convictions please go to this web address <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

Note for Question 4

Please note that you only need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in "regulated activity" with children and/or vulnerable adults. If you are unsure whether the position involves "regulated activity" please contact the appointing organisation/person.

Note for Question 5

'Harm' involves 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

Note for Question 6

If 'Yes', please make a statement regarding any such incidents on the Continuation Sheet.

Note for Question 7 and 8

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.

Please declare any complaints or allegations made against you, however long ago, that you have harmed a child, young person or adult who is vulnerable (Including Domestic Abuse). 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.

Note for Question 11

If yes, please give details including the nature of the offence(s) and the dates on the Continuation form. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include all clergy). 1

Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

For further guidance on the definition of working from home, please go to:

<https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>
