

## Confidential Declaration Form

### For use by volunteers

Dear friend,

You have been asked to complete this form because you have volunteered to undertake a role which will not usually require you to apply for a full DBS (Disclosure and Barring Service) check.

As part of the PCCs responsibilities for safeguarding in our churches we are required to keep up to date records to demonstrate that we take safeguarding seriously and make every attempt to comply with the requirements laid down by the Archbishops Council.

We are asking for this information because most voluntary in the church may bring you into contact with children or vulnerable adults. As such they are covered by the Rehabilitation of Offenders Act 1974, and we are therefore entitled to ask all volunteers or adults to declare if they have:

- Any unspent convictions or conditional cautions.
- Any spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

Answering YES to either of these questions will not, in itself, bar that person from volunteering or being appointed to the majority of posts in the church. All cases will be examined on an individual basis and any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal.

Further advice and guidance on disclosing criminal records can be obtained from Nacro's Criminal Record Support Service.

Please read and complete the information on the reverse of this form. If you have any queries, please speak to

Please return this form to:

If you have any queries or concerns, please speak to:

## Confidential Declaration form

For the Church of:

Surname

First Name

Do you have any unspent convictions or conditional cautions? Please Tick.

Yes

No

If you have answered yes to either question, you have two options for disclosing this information.

**Option 1:** You can write the details on a separate sheet and attach the details in a sealed envelope stapled to this form, marked **CONFIDENTIAL DECLARATION** with your name and the date. If you choose to do this, please tick here:

**Option 2:** You may, if you wish, write the details in the space below:

### **DECLARATION**

I declare that the information provided in this form is correct. I understand that all information will be treated in the strictest confidence.

Signed:

Date: