

Safeguarding Self Declaration (**Confidential**) (DBS 4)

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

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

Parish / Religious Order/ Organisation:	OUR LADY OF MOUNT CARMEL & ST. GEORGE, ENFIELD	
Role(s) applied for:	CHILDREN'S WEEK VOLUNTEER	
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) Surname:		
Forename(s):		
Full address including postcode :		
Date of birth: (dd/mm/yyyy)		Male / Female (please delete accordingly)
Telephone number(s):		Email:
<p>Question 1 of 3 The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'¹ and are not subject to disclosure to employers , and cannot be taken into account.</p> <p>Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?</p> <p>Yes / No (delete accordingly) If Yes, please provide summary details overleaf.</p>		
<p>Question 2 of 3 Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?</p> <p>Yes / No (delete accordingly) If Yes, please provide summary details overleaf.</p>		
<p>Question 3 of 3 Are you or have you ever been the subject of an investigation into a concern about any child in your care or investigated under adult protection safeguarding procedures?</p> <p>Yes / No (delete accordingly) If Yes, please provide summary details overleaf.</p>		

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

Please use the space below to provide details in response to Questions 1 to 3 where you have indicated 'Yes' (use additional sheets if necessary).

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 1998) that this document and any enquiries made in response to the contents of this document will be retained for 75 years (*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 DBS Online Updating Service. 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:

