

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

**Each one of you has received a special grace, so, like good stewards responsible for all the different graces of God, put yourselves at the service of others. (1 Peter 4:10)**

The Catholic Safeguarding Advisory Service (CSAS) is the national agency for safeguarding and is the Registered / Umbrella Body of the DBS for the Catholic Church of England & Wales. This document forms part of the national Safer Recruitment policy and has been endorsed by the Bishops Conference and the Conference of Religious.

### **Why does the Catholic Church ask for this form to be completed?**

The Catholic Church uses the Disclosure and Barring Service (DBS) to apply for Disclosures to ensure that those working with vulnerable groups within their parish activities and Religious Orders have been recruited on a fully informed basis.

The Catholic Church is required, under the Rehabilitation of Offenders Act 1974, to provide you, as the applicant, with the opportunity to voluntarily disclose any convictions, cautions, warnings or bind-overs that are relevant to the role for which you are applying.

There is also an expectation that the Catholic Church check an applicant's previous employment and relevant experience as part of the broader recruitment process.

### **Who will have access to the completed document and its contents?**

Once you have completed, signed and dated the attached document please detach these notes and retain them for your future reference and information.

Place the completed document in a SEALED envelope and pass to your Safeguarding Representative or nominated recruiting person e.g. Care Home Centre Manager. Alternatively, you can send it directly to the relevant safeguarding office; your representative can provide you with the details.

The completed document and its contents will only be reviewed by those with the entitlement to do so to assess relevancy of the contents e.g. your Safeguarding Office or your employer.

### **The document and its contents will NOT be viewed or made known to your local Safeguarding Representative**

### **What happens if something is declared?**

Any information you supply on the document will not necessarily bar you from undertaking the role for which you are applying/currently working in.

Should further information be warranted in light of your disclosure of information, your prior consent will be sought BEFORE further information or enquiries are made.

The relevant safeguarding contact or employer will contact you to discuss any information you disclose and obtain any further details required to help assess the relevancy of the information to the role for which you are applying.

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### **How will decisions be made in light of information disclosed?**

Decisions will be made based on full examination of the information disclosed, following further discussion with you regarding the details and circumstances and with possible referral to relevant parties (with your prior consent). You will be kept informed of the decision process and outcome.

### **Who will be involved in the decision-making process?**

Your relevant safeguarding contact or employer will make the decision in consultation, if necessary, with the appropriate Safeguarding Commission.

### **Where will this document be held; by whom and for how long?**

This document will be retained by the authorised countersignatory or employer in accordance with the Safe Storage and Retention Policy requirements.

The document will be retained in accordance with the record retention schedule (*or until a new Disclosure is required at which time a new Safeguarding Self Declaration is necessary*):

- a. within lockable, non-portable cabinets (with restricted access to keys by authorised and relevant personnel only), or
- b. stored electronically on password protected, secure, safeguarding specific drives accessible only by authorised safeguarding personnel.

All authorised personnel have completed and signed a Confidentiality Agreement.

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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)**

<b>Parish / Religious Order/ Organisation:</b>			
<b>Role(s) applied for:</b>			
<b>Status of role:</b>	Employed / Post holder / Voluntary (please delete accordingly)		
<b>Title:</b> Mr/Mrs/Miss/Ms/Other (please specify)			
<b>Current full name:</b> (please include all forenames in addition to your surname)			
Surname:			
Forename(s):			
<b>Full address including postcode:</b>			
<b>Date of birth:</b> (dd/mm/yyyy)			<b>Male / Female</b> (please delete accordingly)
<b>Telephone number(s):</b>		<b>Email:</b>	
<p><b>Question 1 of 3</b>  <b>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’<sup>1</sup> and are not subject to disclosure to employers , and cannot be taken into account.</b></p> <p><b>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)?</b></p> <p><b>Yes / No</b> (delete accordingly) <span style="float: right;">If Yes, please provide summary details overleaf.</span></p>			
<p><b>Question 2 of 3</b>  <b>Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?</b></p>			

<sup>1</sup> 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>  
 To be retained for 10 years and 1 day after person leaves role. Existing DBS4 can be destroyed when new application has been completed. See record retention schedule for detail.

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Yes / No (delete accordingly)

If Yes, please provide summary details overleaf.

### 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?**

Yes / No (delete accordingly)

If Yes, please provide summary details overleaf.

**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 General Data Protection Regulation 2016 and 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 4 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:**

*Privacy Notice Your personal details on this form, or that you have supplied to the Diocese has been collected for legitimate reasons in pursuance of the Roman Catholic Faith and in accordance with the law, for safeguarding purposes. The information that you have provided to us will not be transferred to any third party for general marketing purposes. It is necessary for the Diocese to work with other third parties such as the National Catholic Safeguarding Commission (NCSC), Local Authorities and the Police and other organisations that supervise or assist with safeguarding processes. Your personal information may be transferred to these relevant organisations as required. The personal information that you have supplied, will at all times be securely stored on Diocesan, or relevant third party IT systems, or other secure filing systems, in accordance with standard safeguarding procedures. Thereafter, the personal information about you will be securely destroyed. You can read our full privacy notice at <http://www.dioceseofshrewsbury.org/about-us/privacy-notice>.*

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