



Self-Declaration Form for a Position Requiring a Disclosure

CONFIDENTIAL WHEN COMPLETE

As an organisation we undertake to meet the requirements of the Data Protection Act 2018 and all other relevant legislation, and the expectations of the Information Commissioner's Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return it to safeguarding@ccil.org.uk or to:

Rev. Ollie Knight (The Next Generation Ministry), Chinese Church in London, 69-71 Brook Green, London W6 7BE
(Lead recruiter/person responsible for processing applications for Disclosure and Barring Service checks)

Appointment applied for: _____ (e.g.) Teacher, Group Assistant, Youth Leader

Ministry group: _____ (e.g.) Kids Church, Youth Group

Centre/Congregation: _____ (e.g.) Hammersmith Cantonese Congregation

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below. For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick) If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Have you ever been the subject of a police investigation that did not lead to a criminal conviction (and is not subject to DBS filtering rules)?

Yes No (please tick) If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick) If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) If yes, please provide details, we will need to discuss this with you.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (*full name*) _____ of (*home address*) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the organisation. 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 appointment.

I agree to inform the person within the organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/Social Work Department 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 appointment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children/vulnerable adults.

Signed: _____ Date: _____

ENHANCED DBS CHECK ONLINE APPLICATION

After completing the self-declaration form, you are required to apply for an enhanced check by the Disclosure and Barring Service (DBS) as you are applying to work with either children and/or vulnerable adults.

This is processed by the organisation ThirtyOne:Eight, formerly known as the Churches' Child Protection Advisory Service (CCPAS), a Registered Body with the Disclosure and Barring Service (DBS).

Please complete the online application:

<https://www.matrixscreening.com/thirtyoneeight>

Click on 'Start Application' for an Enhanced DBS Application.

Organisation Reference: 1684

Organisation Code: CHINESE1684

For help completing the application, please ask your organisation's Recruiter for a copy of the Guide for Applicants. Information submitted will be forwarded to your organisation's Recruiter who will need to check original identity documents.

Once the disclosure process is complete, the DBS will post your certificate directly to you at the address you provided. Please be aware that this is an important document and your Recruiter may need you to show your certificate to them before you start work in your role.

LEGALESE – ATTACHED NOTES

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales). The Disclosure of any offence may not prohibit employment/appointment.

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of appointment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or vulnerable adults. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children.

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and/or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.