

**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)**

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

The Catholic Church uses DBS (formerly known as CRB) 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 form and its contents?**

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

Place the completed form in a SEALED envelope and pass to your Safeguarding Representative or nominated recruiting person e.g. Care Home Centre Manager.

The completed form 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 form 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 form will not necessarily bar you from undertaking the role for which you are applying/currently working in.

Your 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.

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.

**PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION & REFERENCE**

**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 form be held; by whom and for how long?**

This form will be retained by the authorised Counter-Signatory or employer as per the Safe Storage and Retention Policy requirements.

The form will be retained for 75 years\* (*or until a new Disclosure is required at which time a new Safeguarding Self Declaration is necessary*) within either:-

- a. lockable, non-portable cabinets (with restricted access to keys by authorised and relevant personnel only)
- 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.

\*This period was prescribed by The National Catholic Safeguarding Commission (NCSC) in 2009.

**CSAS is the national agency for safeguarding within the Catholic Church in England & Wales. The National Safe Recruitment policy has been endorsed by the Bishops Conference and the Conference of Religious. CSAS is the Registered / Umbrella Body of the DBS (formerly known as CRB) for the Catholic Church of England & Wales.**

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

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

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

<b>Parish / Religious Order:</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)			
<b>Full Address inc. Postcode :</b>			
<b>Date of Birth:</b> (dd/mm/yyyy)		<b>Male / Female</b> (please delete accordingly)	
<b>Preferred Contact Telephone number(s):</b>			
<b>Email Address:</b>			
<b>Question 1 of 3</b> <b>Do you have any convictions or cautions</b> (including any "spent" convictions)?			<b>Yes / No</b> (delete accordingly)
If Yes, please provide summary details overleaf.			
<b>Question 2 of 3</b> <b>Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?</b>			<b>Yes / No</b> (delete accordingly)
If Yes, please provide summary details overleaf.			
<b>Question 3 of 3</b> <b>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?</b>			<b>Yes / No</b> (delete accordingly)
If Yes, please provide summary details overleaf.			

### 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 Form and any enquiries made in response to the contents of this Form 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 Form, 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:**

**Please use the space below to provide details in response to  
Questions 1 to 3 where you have indicated Yes.**