

## CONFIDENTIAL DECLARATION FORM - EXISTING POST-HOLDERS

**We are very aware of the potentially sensitive and confidential nature of the information contained in this document, and wish to assure you that it will be treated in the utmost confidence, and handled strictly according to our Policy on Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.**

This form will be held securely and in strict confidence by the Child Protection Co-ordinator, and retained for 100 years.

It will be seen only by those entitled to do so in the course of their duties, and initially by the Diocesan or Conference of Religious Counter-Signatory who applies for the CRB Disclosure, and by your Line Manager/Ordinary if you are an Employee or Office Holder.

Please therefore make sure that you put this form into a sealed envelope, addressed to the Child Protection Co-ordinator for your Diocese/Religious Order, and with your name and the role title printed on the front.

*Having a criminal record will not necessarily bar you from continuing to work within the Catholic community. This will depend on the nature of the position and the circumstances and background of your offences.*

*We are committed to the fair treatment of their office holders, staff, potential staff, volunteers and everyone who engages in activities based within the Catholic community.*

Relevant criminal convictions and other associated information will be discussed with you in order to assess job-related risks.

**The post which you currently hold is/is not \* Exempt under the Rehabilitation of Offenders Act.**

**If the post is exempt, you are required to disclose all criminal record information, including details and dates of 'spent' Convictions, Cautions, reprimands and final warnings.**

**If the post is NOT exempt, criminal convictions will only be taken into account when they are relevant to the post. Under these circumstances you are not required to disclose 'spent' Convictions.**

**Cautions, reprimands and final warnings are considered 'spent' immediately they are given.**

**\* Child Protection Co-ordinator to delete as appropriate.**

**PLEASE REMEMBER TO SIGN THE FORM**

FULL NAME:

ADDRESS:

POSTCODE

TELEPHONE NUMBER: (DAY)

(EVENING)

PARISH:

DIOCESE:

RELIGIOUS ORDER (WHERE RELEVANT):

TITLE OF CURRENT POST:

1. Have you ever been convicted of any offences, cautions or bindovers?

Yes/No

If Yes, please give details

2. Are you subject to any pending prosecutions?

Yes/No

If Yes, please give details

3. Are you subject to any pending disciplinary action, or investigations in your current employment?

Yes/No

If Yes, please give details.

4. Has a previous employer ever taken disciplinary action against you?

Yes/No

If yes, please give details

5. Has a previous employer dismissed you?

Yes/No

If Yes, please give details

6. Have you OR a member of your household\*, ever been involved in Care proceedings or in a child protection investigation or enquiry?

Yes/No

If Yes, please give details

(\*Presbyteries & Religious Houses not included as households for the purposes of this form)

**PLEASE ENSURE YOU SIGN AND DATE THIS FORM BELOW**

**DECLARATION**

**I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this. I declare that the information I have given on this form is correct. I also understand that, if appointed, my Confidential Declaration Form will be held securely and in strict confidence by the Child Protection Co-ordinator, and retained for 100 years.**

**Signed:**

**Date:**