

Safeguarding Policy

We believe that children are made and loved by God and are of infinite value. We believe we have been given the responsibility to nurture them in a way that enables them to thrive in body mind and spirit. As Jesus let children come to him and blessed them, so shall we – they are the most important members of this community. We recognize that adults can also be at risk for a range of reasons: this policy also covers the safeguarding of vulnerable adults and volunteers who work with children.

Principles

- The members of this church are committed to the nurturing, protection and safekeeping of all people in our care.
- The PCC will appoint a Safeguarding Lead (SL), Child Protection Coordinator (CPC), and Safeguarding Adults Coordinator (SAC) to work with the incumbent and PCC to review, monitor, and implement this policy.
- We will appoint a children's advocate who is available for children to speak to about any issues they may be facing.
- We will carefully select and train any church members working with children and vulnerable adults and follow safer recruiting procedures.
- We will respond without delay to any complaints made that a person for whom we are responsible may have been harmed.
- We will fully co-operate with statutory agencies during any investigation they may make into allegations concerning church members.
- We will seek to offer informed pastoral care to any child or adult who has suffered abuse.
- We will care for and supervise any member of our church known to have offended against a child whilst maintaining appropriate levels of confidentiality.
- This policy will be visible on the church noticeboard and published on our website.
- This policy will be reviewed annually by the PCC.

Policy

This policy is based around safety of the environment, safer recruitment for those working with young people, DBS screening, guidelines on appropriate behavior and a process for responding to issues relating to safeguarding.

1. Building and contents

The PCC will:

- Carry out an annual risk assessment of the equipment and areas of Hope Hamilton Primary School used for church activities.
- Ensure there is suitable insurance in place including public liability cover.

Further details are available in the Health and Safety Policy which is reviewed annually.

2. Roles

- The PCC will appoint a Safeguarding Lead (SL), Child Protection Coordinator (CPC), and Safeguarding Adults Coordinator (SAC) to work with the incumbent and PCC to review, monitor, and implement this policy. These roles may be held by one person.
- The PCC will also appoint a Safer Recruiter (SR) to assist with the process of safely recruiting volunteers and staff.
- The SL will monitor the implementation of the Safeguarding Policy and report annually to the PCC.

- The CPC will work with the incumbent in promoting the safety of children and advise the PCC on matters relating to their safeguarding. The CPC will also participate in the implementation of Confidential Agreements with those who may pose a risk to children.
- The SAC will work with the incumbent in promoting the safety of vulnerable adults and advise the PCC on matters relating to their safeguarding.

3. Safer recruitment

Safer Recruitment will be applied to all volunteers involved regularly in church activities including (but not limited to) any activity where children and young people are supervised by volunteers acting *in loco parentis*. This includes Sunday groups for children, youth group, and one-off church activities (e.g. a holiday club). PCC members will also go through the Safer Recruitment process.

The outline process for volunteers will be as follows:

- Volunteers will be regular worshippers in Hope Hamilton Church.
- Volunteers will complete a Self-Declaration Form, and a Role Description/Application form. This includes reading and acknowledging the role (e.g. working with children or in the PCC), assenting to work within our policies (copies of which are provided to them), and being willing to undergo training and a DBS check.
- First-time volunteers also have to provide two references – one from someone outside the church who has known the person for at least 2 years, the other from someone inside the church who will propose them.
- Application forms and references will be reviewed by our Safeguarding Lead (SL) and/or Safer Recruiter (SR) and Minister (but not the Minister on their own).
- Volunteers then have to complete Foundations Safeguarding Training (completed online through the C of E portal). The SL or SR take a copy of the certificate.
- Once the training has been successfully completed, volunteers then undergo a DBS check (see 4. below).
- Volunteers may begin volunteering once the DBS has been sent off for a check but may only lead a group when the check has been completed.

Further details are available in Appendix A; volunteer forms are available in Appendix B.

Occasionally people may be invited to assist at church-run activities if they have specific skills to offer such as sport's coaching or as a supernumerary helper at Holiday Club

- They will need to provide us with an original copy of a valid DBS certificate obtained within the last 3 years.
- Be given a copy of this policy and the role description our regular volunteers have.

We undertake many public events throughout the year where parents are present and volunteers are not acting *in loco parentis*. While most volunteers at these events will be recruited from our usual team, members of the wider community may assist under the supervision of a regular team member.

4. DBS checks

DBS screening will be required for those who work with our young people and all PCC members and will be renewed every three years. There are two levels of disclosure as follows:

Group 1 (enhanced and barred check)

- Minister or other paid worker who has regular contact with children.
- Anyone who works with children on 3 Sundays a month or more (e.g. Holiday club leaders, Sunday group leaders and helpers).

Group 2 (enhanced check only)

- Anyone who works with children on fewer than 3 Sundays a month (i.e. less regular helpers and leaders for Sunday groups).
- Roles without substantial contact with children: Child Protection Coordinator (CPC), Church Wardens, PCC members.

Any blemished DBS check will be referred to the DSA who will follow up in line with Practice Guidance. The extent of the DSA's involvement will vary according to the nature of the information on the DBS check.

5. Record keeping

- The CPC will maintain a list of activities involving children for which Hope Hamilton Church is responsible and this should include where and when groups meet and the staffing.
- The PCC will maintain a list of approved leaders and key-holders. This will be held by the Safer Recruiter.
- Registers will be kept of children and helpers attending each session of Sunday groups and any other church activities involving children.
- Any accidents or incidents will be recorded in the Incident File kept in the church office.
- If any helper observes worrying incidents or conversations, they should make a written record and discuss with the CPC.
- Parents will sign an annual registration/consent form for regular groups including name and address, date of birth, emergency contact details, medical information or any special needs, consent for emergency medical treatment and consent for photographs to be taken.
- Consent forms will be obtained for outings, residential trips or one-off events where children are left in our care.
- For children over 16 parents will be asked if children can be contacted directly, for the purposes of church activities only, through mobile or email and for those 16+ via social media.

All personal data will be handled in line with Data Protection Policy which is reviewed annually.

6. Guidelines for conduct with children and young people

When working with children and young people, volunteers should:

- Treat all children with respect and dignity.
- Provide a Christian example and an example of good conduct you wish others to follow.
- Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
- Respect personal privacy.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Be aware that physical contact with a child or young person may be misinterpreted. Challenge unacceptable behaviour in a responsible way
- Report all allegations/suspensions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- Operate within Hope Hamilton's principles and policies.
- Only use social media and email in accordance with **9.** below.

Volunteers should not:

- Ever hit a child or young person.
- Play rough, physical or sexually provocative games or otherwise touch inappropriately.
- Show favouritism to any one child, young person or group.
- Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. A known person should always accompany visitors.

If you witness someone behaving in a way that concerns you, speak to the minister or CPC. The Children's Advocate will visit groups at least once a term for monitoring purposes.

7. Adult to child ratios

Below are the suggested ratios for activities where parents are not present such as Splash, trips and holiday clubs. There should be a minimum of 2 adults with any group of children. Best practice is for leaders to not be a married couple and to have a gender balance.

Age	Number of leaders
0-2 years	1 leader to 3 children
2-3 years	1 leader to 4 children
3-8 years	1 leader to 8 children
8+	1 leader for first 8 children followed by 1 to 12

8. Transporting children

- Trips or one-off activities should be planned and the plans approved by the PCC and CPC following a risk assessment.
- Children should not be driven anywhere without parental consent
- Best practice is for two adults to be present if transporting children by car; when this is not possible the child sits in the back of the vehicle and another adult is informed.
- Drivers should be over 25 and have held a full driving license for 2 years.

9. Use of Social Media, email and texting

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 16. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 16 and over.

The key point is that communication should be in a context of transparency and accountability.

- Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes.
- Other leaders should be aware of the situations in which these means of communication are being used.

- Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is 13 or over.
- Where possible, group pages should be used on social media for communicating.
- Care should be exercised in posting to Facebook, twitter etc. as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
- Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
- Where possible, email and messaging should take place to and within groups rather than individuals.
- Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people.
- Webcams will not be used where internet chat or Skype is used for one to one conversations.
- Records of communications will be kept just as they would be for written communication. If a worker's mobile phone does not allow text messages to be saved then a written record should be kept.
- The principles for the use of social media will be communicated to children and young people.
- Where possible, a dedicated mobile phone number for children's / youth work will be used.

There is more detail in our Digital Media and Images Policy which is reviewed annually.

10. What to do if someone discloses abuse or neglect

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- Listen. Keep listening.
- Do not question or investigate – this is the job of the authorities. In particular, do not speak to the subject of the allegation.
- Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- Assure them they are not to blame.
- Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told – records will be maintained confidentially according to the data management policy. A form is available to note down details of the alleged abuse/neglect.
- If there is immediate danger to a child or young person, contact the Social Services or the Police.
- Report the incident to the Minister and/or Child Protection Coordinator immediately.
 - Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (DSA) directly if necessary.
- Do not discuss the incident with anybody else.

- The Minister or Child Protection Coordinator must then report the allegation or disclosure to the DSA by the end of the next working day. The DSA will advise on what needs to be done in line with Practice Guidance.
- In the absence of the DSA, the appropriate Archdeacon should be contacted.
- Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.
- Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a child or young person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.

11. Procedure to be followed where there are concerns that someone may be committing abuse

If you are concerned, or it comes to your notice that someone may be committing abuse:

- Make notes of your concerns and discuss them with the Minister and/or Child Protection Coordinator.
- The incumbent or Child Protection Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- Do not contact the incumbent or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- Dates and times should be recorded of any observations which have been made and of the referral to the DSA.
- The DSA will act in line with Practice Guidance and will decide whether to
 - Report the concerns to Social Services and/or the Police, who will then investigate while the DSA liaises with the parish; or
 - Continue to observe closely – the process will be repeated in the event of any more concerns.
- There should be close communication between the priest/coordinator, the DSA and the appropriate Archdeacon until the situation is resolved.
- In the absence of the DSA, the appropriate Archdeacon should be contacted.

12. Procedure to be followed where people with convictions for offences against children or people under investigation are attending church

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) an agreement will need to be drawn up to minimize any risk to the safety of children within the church. An agreement may also be necessary where a person who has not been convicted is reasonably regarded as posing a risk (e.g. he/she is subject to investigation for alleged child abuse).

- The Minister or, in the absence of the Minister, the Child Protection Coordinator, must inform the DSA of the situation.
- The DSA will act in line with Practice Guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.
- The DSA will be responsible for producing any risk assessment and/or agreement.
- If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.

- The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

Any blemished DBS check must be referred to the DSA who will follow up in line with Practice Guidance. The extent of the DSA's involvement will vary according to the nature of the information on the DBS check.

13. Allegations or concerns about senior clergy

- If an allegation involves an archdeacon or dean it should be reported to the Bishop of Leicester.
- If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

This policy was approved at the annual meeting on

Signed:

Minister

PCC Secretary

Procedures for Implementing the Safeguarding Policy of Hope Hamilton Church

A copy of this policy will be given to all clergy, staff and volunteers who have the responsibility for children or young people. They will sign a declaration afterwards saying that they have read and understood them.

**Our Safeguarding Lead /
Child Protection Coordinator /
Safeguarding Adults Coordinator is**

Rowena Mathew
07955 200755
safeguarding.hope@gmail.com
rossytagold01@yahoo.com

Our Safer Recruiter is

Stephen Wadsworth
07789 630891
sdwadsworth@yahoo.co.uk

Our Children's Advocate is

Debbie Chaloner
07711 246197
deborahchaloner@hotmail.com

The procedures and guidelines were last reviewed and agreed by the PCC on **11th JULY 2023**

Signed by the Minister for Hope Hamilton:

Signed by the PCC Secretary:

The next review of this policy is due by **31ST MAY 2024**

A copy of this policy is also lodged with Leicester Diocese:

Safeguarding Administrator, St Martins House
7 Peacock Lane
Leicester
LE1 5PZ.
Julie.Foulds@leicestercofe.org

Appendix A – Recruitment Process

The HHC procedure for recruitment of a volunteer is split into three sections, detailed below:

- Application forms.
- Online Training.
- DBS check.

The process is the same regardless of the role the volunteer is going to fulfil – the differences may lie in what level of DBS check is completed and which role description/application form is used. This process is explained to volunteers when they offer to volunteer so they are aware of what is required of them before they begin.

NB Abbreviations used in the document are as follows:

- S.L. – Safeguarding Lead (in overall charge of safeguarding)
- C.P.C. – Child Protection Coordinator
- S.A.C. – Safeguarding Adults Coordinator
- S.R. – Safer Recruiter

These roles may be fulfilled by the same person.

Stage 1 – Application Forms:

- A volunteer needs to be a regular worshipper at Hope Hamilton Church.
- The volunteer receives the following forms (physical and digital copies are available):
 - Confidential declaration form.
 - Role-description and application form.
 - A copy of the Safeguarding, Media and Images policies to read.
 - S.L / S.R. send the letter to referees.
- These forms are returned to the S.L / S.R. / Minister who reads and countersigns them. The forms are used in **Stage 3** and then stored securely in the filing cabinet in the church office.
- The S.L / S.R. contacts the referees to make sure the forms are returned. Returned forms are reviewed and then stored securely as above.
- Electronic versions are stored in a password-protected folder but a physical copy is required as well.

Stage 2 – Online Training:

- Once the forms have been returned and counter-signed, the volunteer receives an invitation to complete the CO - Basic awareness and C1 – Foundation Safeguarding training courses.
 - There is a separate document with instructions on how to join.
- The volunteer sends the certificates received on successful completion to the S.L / S.R. who stores it securely as above.

Stage 3 – DBS Check:

- The S.L. / S.R. now starts the DBS process for the volunteer.
 - There is a separate document with instructions on how to join.
- The S.L. / S.R. checks the I.D. documents for the volunteer and sends off the DBS check.
- Once the DBS has been received one of two things occur:
 - The DBS check is unblemished and the volunteer can start volunteering.
 - The DBS check has a note on it and the Diocesan Safeguarding Advisor is contacted to determine the correct course of action.

Stage 4 – Renewal:

- A spreadsheet is kept securely by the S.R. with the details of training and DBS check completion dates so renewals can be made every three years for both the safeguarding training and DBS checks.

Appendix B – Volunteer Forms

Application Form: Hope Hamilton Church (HHC) – Children / Youth

Full Name: _____

Date of Birth: _____

Telephone No: _____

Email address: _____

This application form will allow you to work within our children's ministries (including our regular Sunday groups and one-off events). These roles will include some or all of the following:

General:

- *Being a role-model to our children, especially a positive spiritual role model.*
- *Looking after children (generally 0-11 years-old with some 11-18 year-olds) incl. being one of the responsible adults in place of a parent.*
- *Treating all children with respect and dignity befitting their age; use verbal and body language wisely and appropriately.*
- *Providing a safe (physical and emotional) space for the children to engage in the activities.*

Safety:

- *Putting the safety of our children first, including knowing the safeguarding policies and procedures of HHC.*
- *Attending safeguarding training at the required level and any additional training required.*
- *Being aware of safety and fire evacuation procedures.*
- *Minimising time alone with any young person: remain in view of another team member.*
- *Documenting any accidents or incidents that take place in the sessions.*
- *Logging any concerns about the welfare of a young person: sign & date the log and pass onto Hope Hamilton Church safeguarding officer.*

Leadership:

- *Preparing snacks/food for the children, taking a register, and supervising the children going to the toilet.*
- *Preparing age and stage appropriate material for the session and leading/helping to lead activities during the session (e.g. games, crafts).*
- *Welcoming parents and making parents and children feel safe and at home during the session.*
- *Ensuring children return safely to their parents at the end of the session.*

***Above all, you will be a trusted person with our children.
This is a position of huge responsibility.***

As a volunteer you can expect that we will do our best to ensure that we provide a supportive and positive environment. We want you to enjoy your volunteering and that you are treated with respect and courtesy and provided with training. Please speak to a member of staff if you feel that we are not living up to this.

Please give examples of previous experience that will support your application to work with children at Hope Hamilton Church:

References: Please provide the names and contact details (including phone number and email address) of two people (not close relatives) who would be able to provide a personal reference. One person should be outside the church who has known you for at least 2 years, the other from a church member who proposes them. You should ask their permission before you put them down as a referee.

1:

2:

One referee should be from outside Hope Hamilton Church, and staff members (including the Minister) are unable to be referees. If you are unable to provide two references, please speak to the Minister or Safeguarding Officer.

Please confirm the following:

- I have completed and signed the confidential declaration form.
 - Yes No
- I have received the Safeguarding Policy for HHC and will work within it.
 - Yes No
- I have received the Media and Images Policy for HHC and will work within it.
 - Yes No
- I understand that I am applying for a position of responsibility and that my application may not be successful if I am judged to not be safe. I understand I may be removed from my role if my conduct warrants it (especially if I consistently breach the role description above).
 - Yes No
- I am willing to complete online Safeguarding Training and undergo a DBS check at the earliest possible opportunity. I understand I will not be able to start in my role until these are satisfactorily completed.
 - Yes No
- I understand the Safeguarding Training and DBS check will need to be renewed and will engage with the renewal process in a timely manner.
 - Yes No

I confirm my answers on this form have been completed to the best of my knowledge and that I will work within Hope Hamilton Church policies.

Signed _____ (Volunteer) Date _____

Counter-Signed _____

Position held at Hope Hamilton Church _____ Date _____

Reference Request

Request for reference for a voluntary worker with children at risk of (or experiencing) abuse or neglect

Name of volunteer: _____

Dear

The volunteer named above has given your name as someone who may be contacted in relation to their application to work with children at risk of (or experiencing) abuse or neglect. The Diocese of Leicester guidelines state that the welfare of children is paramount, and they require parishes to enquire into the background of those working with children in the church.

We would be grateful if you could comment on the following factors as they may apply to the applicant:

- Previous experience of working with children.
- Their ability to provide kind and consistent care.
- Evidence of their willingness to respect the background and culture of children at risk of (or experiencing) abuse or neglect in their care.
- Their commitment to treat all children as individuals and with equal concern.
- Any evidence or concern that they would not be suitable to work with children.

Please fill in the form to the best of your knowledge. Your answers will be treated in utmost confidence.

Please fill in the enclosed form, and return it to Hope Hamilton Church:

- By email: sdwadsworth@yahoo.co.uk.
- By post: Hope Hamilton Church, c/o 2 Cransley Close, Hamilton, Leicester, LE5 1QQ

If you have any queries, then please phone the Safeguarding Officer or any member of the leadership team. Contact details can be found on our website: hopehamiltonchurch.com.

With many thanks in advance,

All the team at Hope Hamilton Church

Answer form for referees

Name of volunteer: _____

Name of referee: _____

Address of referee: _____

Email and phone number of referee: _____

1. How long have you known the candidate and in what capacity?

2. Please describe any previous experience of looking after or working with children or young people that the candidate has.

3. Does the candidate demonstrate an ability to provide warm and consistent care and knowledge of appropriate boundaries / behaviour?

4. Does the candidate demonstrate a commitment to treat all children and young people as individuals and with equal concern? Does the candidate respect the background and culture of children and young people?

5. Is the candidate a person of integrity and flexibility, whose physical and emotional well-being are appropriate for the service they are offering?

6. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence?

Yes No

7. To your knowledge, has the candidate ever had a child removed from their custody or placed under supervision by a Local Authority?

Yes No

8. To your knowledge, has the candidate's conduct ever caused or been likely to cause harm to a child, or put a child at risk, or (to your knowledge), has it ever been alleged that their conduct has resulted in any of these things?

Yes No

If the answer to any of the questions 6 to 8 is 'Yes', please give details below:

Signed: _____ Date: _____

Please return this form to Hope Hamilton Church:

- By email: sdwadsworth@yahoo.co.uk
- By post: Hope Hamilton Church, c/o 2 Cransley Close, Hamilton, Leicester, LE5 1QQ

Confidential Declaration Form

Section A
PERSONAL DETAILS
 This section must be completed by all applicants.

Title (Mr/Mrs/Miss/Ms/Other):	Click or tap here to enter text.
Surname:	Click or tap here to enter text.
Forename(s):	Click or tap here to enter text.
D.O.B.:	Click or tap here to enter text.
Home Address:	Click or tap here to enter text.
	Click or tap here to enter text.
	Click or tap here to enter text.
Telephone No.:	Click or tap here to enter text.
Role Applied for:	Click or tap here to enter text.
Role Location:	Click or tap here to enter text.

Section B
 Please fully complete all relevant sections.

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please provide details: | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|

Click or tap here to enter text.

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details: | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|

Click or tap here to enter text.

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details: | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|

Click or tap here to enter text.

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details:
- | | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

5. Is your role deemed "home based", as per the DBS definitionⁱ?
- Yes (proceed to Question 6.) No (proceed to Question 8.)

6. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide detailsⁱⁱ:
- | | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

7. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details:
- | | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:
- | | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

9. Does your role involve engaging in regulated activity with childrenⁱⁱⁱ?
- Yes (proceed to Question 10.) No (proceed to Question 11.)

10. Are you or have you ever been barred from work with children?
- | | |
|--------------------------|--------------------------|
| Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> |

11. Does your role involve regulated activity with vulnerable adults^{iv}?
- Yes (proceed to Question 12.) No (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults? Yes No
13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm^v? If yes, please provide details: Yes No

Click or tap here to enter text.

14. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order: Yes No

Click or tap here to enter text.

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details: Yes No

Click or tap here to enter text.

16. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details: Yes No

Click or tap here to enter text.

Declaration

I declare the above information and that on any additional sheets (number attached: __) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed: Click or tap here to enter text. Date: Click or tap to enter a date.

Consent statement (this statement should only be signed if the answer to Question 8. is Yes)
I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:

Click or tap here to enter text.

Date:

Click or tap to enter a date.

Please return the completed form in a separate, sealed envelope, marked private & confidential to: **Stephen Wadsworth** or via secure email to: **sdwadsworth@yahoo.co.uk**

ⁱ [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

ⁱⁱ Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

ⁱⁱⁱ [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

^{iv} [New disclosure and barring services - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

^v 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.