

Confidential

Self-Declaration Form

This Self Declaration Form must be completed by all those wishing to work or volunteer in roles where they will be in substantial contact with children and / or adults at risk of abuse or neglect. These roles are exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013 and 2020 for DBS disclosures and by the Management of Offenders Act 2019 in Scotland) and you will be required to declare convictions which for other purposes you might not need to disclose.

Information disclosed on this form will not automatically disqualify you from a given role. Each situation will be considered individually in light of whether or not the matters revealed could be considered to place children or adults at risk in danger of being harmed. The failure to disclose information may, however, lead to an appointment offer being rescinded.

The information on this form will be treated in the strictest confidence and will only be seen by those who need to know as part of the candidating for ministry / recruitment process and, where necessary when content is disclosed, with the Synod Safeguarding Officer or the Designated Safeguarding Lead or the Secretary for Ministries. An assessment of transferable risk will be carried out at that point, and you will be included as part of the assessment.

Please include all relevant activity within the UK **and in any other country**.

Convictions and cautions		
1.	If you have never been convicted or cautioned for a criminal offence, please mark this box: <input type="checkbox"/> and go on to question 5. Otherwise go to question 2.	
2.	Do you have any unspent convictions or conditional cautions? ¹	<input type="checkbox"/> Y <input type="checkbox"/> N
3.	If you live in England, Wales the Channel Islands or Isle of Man: Do you have any spent convictions or adult cautions that have not been filtered in line with DBS filtering rules? ²	<input type="checkbox"/> Y <input type="checkbox"/> N
4.	If you live in Scotland: Do you have any spent convictions or cautions which must be disclosed? ^{3a} Do you have any spent convictions or cautions which are disclosed according to rules? ^{3b}	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N

Barring from regulated activity or regulated work

5.	Are you: barred from 'regulated activity' (England, Wales, Channel Islands, Isle of Man) or 'regulated work' (Scotland) with children or adults at risk; under consideration for barring or listing; or have ever been prohibited from working with these groups at any time? ⁴	<input type="checkbox"/> Y <input type="checkbox"/> N
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Other investigations or concerns		
6.	Are you at present, or have you ever been, under investigation by an employer or other organisation for which you worked or volunteered for any offence / misconduct relating to children or adults at risk?	<input type="checkbox"/> Y <input type="checkbox"/> N
7.	Have any concerns about you ever been referred to and investigated by the Police / Children's Services / Adult Social Care Services?	<input type="checkbox"/> Y <input type="checkbox"/> N
8.	If you are working from a manse / home with children ⁵ , is there anyone aged 16 or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering / Disclosure Scotland rules, or who is at present the subject of a criminal investigation / pending prosecution?	<input type="checkbox"/> Y <input type="checkbox"/> N

If you have answered yes to any of questions 2-8, please provide details in the 'additional information section' below and continue on a separate sheet if necessary.

By signing this form I confirm that:

I understand I will be required to complete a DBS / Disclosure Scotland check and consent to the URC clarifying any information provided on the disclosure with the relevant agencies.

I understand that if I do not disclose relevant information and it subsequently comes to light, my application or role may be withdrawn.

I will inform my place of worship / line manager / Synod Moderator as soon as possible if any of the following circumstances occur:

- I am charged, cautioned or convicted of any offence
- I become subject to a Police / Social Services / Social Work Department investigation
- I am investigated by my employer or any other organisation in relation to concerns about my behaviour with children or adults at risk.

Signature:

Date:

Full name:

Date of birth:

If you have ever been known by any other names, please give details:

Phone number:

Name of Church where URC membership held (if applicable):

Details Required for DBS Check

To enable us to initiate a DBS check, please provide the following information:

Title:

Forename:

Middle Name (if applicable):

Surname:

Date of Birth:

Contact Telephone Number:

Email Address:

Once the DBS check has been initiated, you will receive an email from Due Diligence Checking (DDC) with access codes enabling you to complete the DBS check form and details of the document checking process.

Additional information

If an investigation led to no further action being taken, please give details and reasons.

For all other cases / situations:

Give dates and details of charges / court findings / cautions / convictions / barring or listing / other concerns.

Give details of circumstances leading to these outcomes / sanctions: what happened, when, where and who else was involved?

Give details of how these events affected you, lessons learned and changes in your life / conduct since then.

Notes

1. There are different time periods over which offences become spent in England and Wales and in Scotland. For further details see www.bit.ly/4a1oJfu.

For an online calculator that will show if your convictions or cautions are spent (England and Wales only), see www.unlock.org.uk/disclosure-calculator/.

For offences committed in other countries, you should be treated in line with the disclosure rules of the country in which you are now living.

2. Select **No** for convictions where all of the following apply:
 - a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of conviction; and
 - b) it did not result in a prison sentence or suspended prison sentence (or detention order) and
 - c) it does not appear on the DBS list of specified offences (eg violence, drug related and / or sexual offences) which can be found here: www.bit.ly/47WCikS

Select **No** for adult cautions where both of the following apply:

- a) six years have passed since the date of the caution etc and
- b) it does not appear on the DBS's list of specified offences.²

For any other convictions or cautions, select **Yes**.

- 3a. Convictions which must be disclosed in Scotland:

Select **Yes** for offences on this list: www.mygov.scot/offences-always-disclosed.

Select **No** if none of your offences are on this list.

- 3b. Convictions which have to be disclosed according to rules in Scotland:

Select **Yes** for offences on this list www.mygov.scot/offences-disclosed-rules and where less than 15 years have passed since the date of conviction (or seven years and six months if you were under 18 at the time). Select **No** for any other convictions or cautions.

4. It is a criminal offence to apply for roles involving 'regulated activity' or 'regulated work' with

children or adults at risk if you are barred from working with them.

5. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include all Ministers of Word and Sacraments and Church Related Community Workers).