



# Volunteer Confidential Declaration Form

For Volunteers at St Thomas Church, Lancaster

## Adult Workforce

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan / bishop's vulnerable adult safeguarding adviser or the diocesan/bishop's children's safeguarding officer. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1 Have you ever been convicted of a criminal offence (including any spent conviction? under the Rehabilitation of Offenders Act 1974)?

Please delete YES NO

Declare all convictions, cautions, warnings or reprimands however old. Posts where the person is working or coming into contact with children or vulnerable adults are exempt from the 'Rehabilitation Act 1974'. Convictions abroad must be declared as well as those from the UK.

2 Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please delete YES NO

3 Are you at present under investigation by the police or an employer for any offence?

Please delete YES NO



4 Has your name been placed on the Protection of Children Act (POCA) List 99, or the Protection of Vulnerable Adults List (POVA), barring you from working with children or vulnerable people?

Please delete YES NO

5 Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm \* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?

Please delete YES NO

\* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional 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 with whom you had pastoral responsibility.

6 Has your conduct ever caused or been likely to cause significant harm \* to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please delete YES NO

7 To your knowledge, has it ever been alleged that your conduct has resulted in causing significant harm \* to a child?

Please delete YES NO

If yes, please give details on a separate sheet of paper, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the Police, Children's Services, an employer or voluntary body must be declared, checks will be made with the relevant authorities.



8 Has a child in your care, or for whom you have or had parental responsibility, ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please delete    YES                      NO

All these matters will be checked with the relevant authorities.

9 Have you any health problem(s) which might affect your work with children or vulnerable adults?

Please delete    YES                      NO

10 Have you, since the age of eighteen, ever been known by any name other than that given below?

Please delete    YES                      NO

If yes, please give details of any previous names.

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11 Have you, during the past five years, had any home address other than that given below?

Please delete    YES                      NO

If yes, please give details of all previous addresses in the past 5 years, on a separate sheet if necessary.



## Declaration

I declare that the above information (and that on the attached sheets \*\*) is accurate and complete to the best of my knowledge. (\*\* Please delete if not applicable)

Signed .....

Date .....

Date of Birth.....

Full Name .....

Address

.....  
.....  
.....

Email Address .....

Telephone .....

Please return completed form to: St Thomas's Church Office, Marton Street

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for, and will only be used for the purpose of safeguarding children, young people or vulnerable adults.

Where appropriate before an appointment is made, applicants will be asked to apply for a disclosure and baring check from the Criminal Records Bureau. Consult with your church's office, Children's Safeguarding Officer or Vulnerable Adult's Adviser for details of the process.

Please be advised that all Information provided will be treated confidentially in line with the Data Protection Act 1998/GDPR 2018



## References

Please give the details of two people who are prepared to supply a reference below, who have known you for at least 2 years. At least one of these should be a previous employer, or leader from a current or previous church, unless there are specific reasons why this is not appropriate in which case please indicate this. All references will be taken up.

### Referee 1.

Name			
Relationship/Position			
Address			
Town		Post Code	

### Referee 2.

Name			
Address			
Town		Post Code	

Mary-Jayne Carter, Safeguarding Children Advisor: 0773 631 5374  
Angela Letchford, Safeguarding Adults Advisor can be contacted via  
[admin@st.tees.org.uk](mailto:admin@st.tees.org.uk)