



HR Confidential Safeguarding Self Declaration Form DBS 4

If you have a disability that may make the completion of this form difficult, it can be completed by someone on your behalf however you are required to sign and date the form.

This form can be returned in a sealed envelope.

Please state your department or parish and role:

Status of Role: Employed

☐

Voluntary

☐

Post Holder

☐

Title:

Date of Birth:

Place of Birth:

Current Full Name:

State any PREVIOUS NAMES including any BIRTH NAMES if you have been MARRIED or if THE NAME YOU ARE USING IS DIFFERENT TO YOUR BIRTH NAME and provide ALL DATES YOU USED THOSE NAMES e.g. *from (dd/mm/year) to (dd/mm/year)*

You must provide proof of all name changes, if you are unable to do so you must provide the ID Verifier with a satisfactory explanation

I give consent for my disclosure number and date of disclosure where relevant to my role to be shared with The Archdiocese of Liverpool HR and Communications Departments for creating identity badges and passes as well as external stakeholders such as Catholic Schools, Education Departments and Ofsted where necessary for them to confirm the relevant DBS checks have been made for my role:

Signed.....

This form will be retained for 10 years and 1 day after the person leaves role or will be superseded by a new DBS 4 when a new application is processed, refer to document retention policy for further details

Full Address including Postcode and the date you moved into your current address (dd/mm/year):

(Please provide details of previous addresses if you have lived at your current address less than 5 years, additional addresses may be supplied on another sheet of paper if necessary)

Full Address including Postcode:

Full Address including Postcode:

Dates from & to (dd/mm/year):

Dates from & to (dd/mm/year):

Home Telephone Number:

Mobile Telephone number:

Email:

National Insurance Number:

Please state your CURRENT NATIONALITY:

Please state your BIRTH NATIONALITY:

Are you registered with the ONLINE UPDATE SUBSCRIPTION SERVICE?

Yes ☐ No ☐ Don't Know ☐

Please state your preferred method of contact:

Post: ☐ Email ☐ Telephone ☐

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The amendments to the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Question 1 of 3:

Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected'¹ as defined by the Ministry of Justice?

YES ☐ NO ☐ If YES please provide summary details below:

Question 2 of 3:

Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?

YES ☐ NO ☐ If YES please provide summary details below:

Question 3 of 3:

Are you or have you ever been the subject of an investigation into a concern about a child in your care or investigated under adult protection safeguarding procedures, or are you currently subject of a police investigation?

YES ☐ NO ☐

If YES please provide summary details below, use additional sheets of paper if necessary.

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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 2018) that this document, and any enquiries made in response to the contents of this document, will be retained in accordance with the record retention schedule (*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 document 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 online DBS Update Service. These checks will be carried out every 3 years and should this timeframe need to be adjusted for any reason, further consent will be sought. 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:

¹Protected refers to convictions and cautions that will not be included on a DBS Disclosure Certificate. All guidance and criterion the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>