



**Self Declaration for a Position Requiring a Disclosure**

**Strictly Confidential**

As an organisation; Emmanuel Community Church undertakes to fulfil the requirements of the Data Protection Act 1998, The Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All new applicants and persons currently working within the organisation known as Emmanuel Community Church, Duffield and having active contact with children and young people are requested to complete this form and return it to the co-ordinator in the sealed envelope provided.

To: Marjorie Jameson

55 Laburnum Crescent, Allestree, Derby, DE22 2GS

Appointed Position \_\_\_\_\_

**1. Disclosures**

1. a. Have you ever been charged with, cautioned or convicted in relation to **any** criminal offence: or are you at present the subject of a criminal investigation/s / pending prosecution.

Yes                       No (Please Tick)

If 'Yes' please give details of the nature of the offences and the effective dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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**2. Police Investigations** – this should include relevant police non-conviction information. Please complete this section if the post for which you are applying requires an Enhanced Disclosure Check.

2. a. Have you ever been the subject of a police investigation which did not lead to a criminal conviction? Yes / No?

If 'yes' please give details below. This information should include date(s) of the investigation(s), the force involved, details of the investigation and the reasons for this, and the disposal(s) if known.

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2. b. To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services / the Social Work Department?

Yes       No      (Please Tick) If 'Yes' please provide details & dates.  
We will need to discuss this with you.

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2. c. Have you ever been involved in court proceedings which involved a child or children for whom you have or had parental responsibility?

Yes       No      (Please Tick) If 'Yes' please provide details & dates.

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2. d. Has there ever been any expressed cause for concern regarding your conduct with children? Please include any instances of disciplinary action taken by an employer in relation to your behaviour with children.

Yes       No      (Please Tick) If 'Yes', please give details.

**3. Declaration**

To help us ensure that we are complying with Child Protection Legislation, Please read the accompanying notes and complete the following declaration.

I (Print full name) \_\_\_\_\_ of (Print Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Confirm that the information given in the forgoing statements is accurate and correct and further confirm that I am not subject to any disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check being undertaken if I am appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me will be disclosed along with any relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to disclose to the person within the church responsible for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I take up my position in the church. I understand that failure to do so can result in my immediate suspension from my post and may lead to the termination of my employment.

I agree to disclose to the person within the church responsible for processing applications for Criminal Records Bureau if I become the subject of a police and/or social services/social work department investigation. I understand that failure to do so can result in my immediate suspension from my post and may lead to the termination of my employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**NOTES ON WORKING WITH CHILDREN AND YOUNG PEOPLE**

Because the post for which you have applied involves unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a Criminal Records Bureau (CRB) check before their appointment to the position applied for is confirmed. You will be asked to apply for an Enhanced Disclosure through the (CRB).

As the position is exempted under the Rehabilitation of Offenders Act, this check will reveal any details of cautions, reprimands or final warnings, as well as convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must declare therefore all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of your approval to work with children or young people within the church.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record

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will not necessarily be a bar to appointment and employment; only if the nature of any matters revealed could be considered to place children or young people at risk.

As a church we agree to abide by the Code of Practice on the use of personal data in employer / employee relationships under the Data Protection Act1998 as well as the expectations of the CRB.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involves working with children. Should we ever need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health, Then we would also inform them of any knowledge we have of that individual working in any other child care position.

**Notes for England & Wales Only :**

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or been included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children to apply for or offer to do or accept any work in a child care position.