

Confidential Statement — Self Disclosure

SELF DISCLOSURE OF CRIMINAL RECORD, ORDERS OF CIVIL COURTS AND OTHER MATTERS

Ross Baptist Church is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

As a result of your pastoral responsibilities you will have times of unsupervised access to people of all ages including children, young people and/or adults at risk. At times this contact will be conducted in isolation, away from the church premises, in their own homes, on hospital wards or residential care situations. In addition to having direct access to children, young people and/or adults at risk, you also have responsibility for supervising those who work directly with these groups within the church. Our policy requires a candidate to complete and return the enclosed self-disclosure statement. In addition, you will need an Enhanced Disclosure from the Disclosure and Barring Service (DBS). This is to cover your engagement with children, young people and adults at risk.

Your Self Disclosure of Criminal Record, provided on this form, will be treated as strictly confidential and, except under the compulsion of law, will only be seen by responsible members of the HR or Safeguarding Teams.

Because you are likely to be working with children, young people and/or adults at risk under the provisions of the Rehabilitation of Offences (Exceptions) Order 1975, as amended in 2013, you are not entitled to withhold information considered 'spent' under the Rehabilitation of Offenders Act 1974. However, you do not need to declare motoring offences for which no punishment greater than a fine was imposed. In addition, the 2013 amendment to the 1975 Order defines some convictions as protected and these do not need to be declared. Please see the DBS Filtering Guide at <https://www.eov.uk/government/publications/dbs-filterine-guidance/dbs-filterine-guide> for further information about these offences.

An Enhanced Disclosure will be checked against the Disclosure and Barring List. If any circumstances are identified in which your conduct caused harm to a child/ young person or placed a child/ young person's welfare at risk, or where your conduct caused harm to an adult at risk, then we may refer your name to the Adult or Child Barring List for possible inclusion on the Barring List. All individuals who are referred to the List in this way are informed in writing and advised of the nature of the allegations made against them, so that they may make representations where appropriate.

If you have any questions, please contact the minister of Ross Baptist Church.

This form should be completed and returned by email to: ian@rossbaptist.org

Full Name:	
Have you been known by any other names? <i>If yes, please give details, including dates</i>	Yes ☐ No ☐
Date of Birth:	
Gender:	
Current Address:	
Have you, during the past 5 years, had any other home address other than that given above? <i>If yes, please give details, including dates</i>	Yes ☐ No ☐
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) Order 1975 (as amended in 2013)? For helpful information about which offences need to be declared see: https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide <i>If yes, please give details</i>	Yes ☐ No ☐

Have you ever been known to Children's / Adult Services or the Police as being a risk or potential risk to children or adults? If yes, please give details	Yes ☐ No ☐
Have you ever been the subject of an investigation by any organisation or body due to concerns about your behaviour towards children, young people and/ or adults at risk? If yes, please give details	Yes ☐ No ☐

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and accept that any deliberate misrepresentation or omission may render me liable to dismissal if engaged. I understand that if offered this role, any appointment will be subject to a satisfactory enhanced disclosure certificate from the Disclosure and Barring Service (DBS) (a criminal record may not prohibit employment). I confirm that I am legally entitled to work in the UK on a temporary or permanent basis and will provide supporting documents to this effect if requested.

I agree to inform the Minister at Ross Baptist Church within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and/or or adults at risk.

I agree that the information I give in connection with this application for employment may be stored and processed for the purpose of HR management.

Signature of applicant: _____ **Date:** _____

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purpose of HR management.

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