**Bishops’ Advisory Selection Panel**

**on**

**Selection for training for ordained ministry**

**CONFIDENTIAL DECLARATION**

# Protection of Children and Vulnerable Adults

For Ordinands who are likely to be in regular and direct contact with children and young people (i.e. those under eighteen years of age) and vulnerable adults.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the recommendation for training and, when appropriate, the Provincial Officer for Children and Vulnerable Adults. 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.

1a Have you ever been convicted of or charged with a criminal offence that is not considered spent in terms of the Rehabilitation of Offenders Act 1974?

 *Please tick* YES NO

 If yes, please state the nature and date(s) of the offence(s), continuing on a separate sheet if necessary.

1b Have you ever been cautioned by the police, given a reprimand or warning that has not been filtered in accordance with the Disclosure Scotland filtering rules?

 *Please tick* YES NO

 If yes, please give full details, continuing on a separate sheet if necessary.

1c Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for any offence/misconduct?

 *Please tick* YES NO

 If yes, please give full details, continuing on a separate sheet if necessary.

1d Have you ever been prohibited and/or barred from working with children and/or vulnerable adults?

*Please tick* YES NO

 If yes, please give full details, continuing on a separate sheet if necessary.

1e 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 tick* YES NO

 If yes, please give full details, continuing on a separate sheet if necessary.

2a Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?

 *Please tick* YES NO

 If yes, please give full details, continuing on a separate sheet if necessary.

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things listed in 2a?

 *Please tick* YES NO

 If yes, please give details, 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.

3 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 (Scotland) Act 1995, or a similar order under other legislation?

 *Please tick* YES NO

 If yes, please give full details, continuing on a separate sheet if necessary.

\* 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 for whom you had pastoral responsibility.

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

 *Please tick* YES NO

 If yes, please give full details, continuing on a separate sheet if necessary.

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

 *Please tick* YES NO

 If yes, please give full details, continuing on a separate sheet if necessary.

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

 *Please tick* YES NO

 If yes, please give full details, continuing 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.

Signed …………………………………………………………………………………..

Date ………………………………………. Date of Birth …………………………….

Full Name ………………………………………………………………………………

Address ………………………………………………………………………………..

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\* Please delete if not applicable.

Please return completed form to your DDO.

Candidates can only apply for membership of the PVG Scheme after they have been accepted but before they commence training. Consult with your Bishop’s office for details of the process.

## Notes for the Confidential Declaration form

**Questions 1a and 1b:** Declare all convictions, cautions, warnings or reprimands etc. (however old) that have not been filtered in accordance with the Disclosure Scotland filtering rules or whether you are at present under investigation by the police.

Broadly, where your position/role involves substantial contact with children (those under 18 years of age) and/or vulnerable adults you will be expected to declare **all** convictions and/or cautions etc., even if they are ‘spent’, provided they have not been filtered by the Disclosure Scotland filtering rules.. Convictions obtained abroad must be declared as well as those from the UK.

**Question 1c:** You must declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.

**Question 1e:** Declare if you are at present under investigation by the police, social services or an employer.

**Question 2a:** Make any statement you wish regarding any incident you wish to declare.

**Question 2b:** Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child or vulnerable adult. Any allegation or complaint which has been investigated by the police, Children’s Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

**Question 3:** All these matters will be checked with the relevant authorities.

**Question 4:** Please declare in confidence any health problems that may affect your ability to work with children or vulnerable adults. This question is primarily intended to help you if you subsequently need to withdraw from work with children or vulnerable adults, for example because of a recurring health problem.

## Use of the Confidential Declaration

In accordance with the Disclosure Scotland code of practice great care must be taken to ensure that those with criminal convictions are not discriminated against. Background information should only be taken into account if it is relevant to the position sought. Disclosure Scotland advise that anyone seeking an appointment with children or vulnerable adults should be given an early opportunity to declare any relevant matters. The Confidential Declaration form should be used for this purpose. Information declared will either be checked with the Disclosure Scotland or with other relevant authorities. A confidential declaration must be held by the person who makes the appointment or provides the licence for all clergy and those paid employees and volunteers who have contact with children or vulnerable adults.