## C.4 Self-Declaration Form (enhanced disclosure)

**for a position requiring an Enhanced Level Check / Enhanced Level Check with Barring Disclosure**

**You are asked to complete this form and return it** **to the Recruiter/DBS Verifier detailed below, in a separate sealed envelope.**

To: (Name of recruiter/DBS Verifier)

Address of recruiter/DBS Verifier:

(Usually the Quaker meeting)

Role considered for:

**STRICTLY CONFIDENTIAL**

We undertake to meet the requirements of the Data Protection Act 2018 and all amendments made on or before May 25th, 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

**Conviction History**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select ‘No’ below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select ‘No’ below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select ‘Yes’ below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

**Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?**

**Yes 🞏 No 🞏 (please tick)**

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

*For notes marked with an asterisk, please see links below*

1. **If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people?**

**Yes 🞏 No 🞏 (please tick)** If yes, please give details:

1. **If the role is with adults at risk has there ever been any cause for concern regarding your conduct with adults?**

Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk (as applicable).

**Yes 🞏 No 🞏 (please tick)** If yes, please give details:

**Declaration**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) of (address)

consent to a criminal record check if 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 may be disclosed along with any other relevant information which may be known to the police.

**I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.**

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

Signed Date

Those applying for work with children and/or adults at risk in positions which fall within the scope of regulated activity, please confirm that you are not barred from working with children or adults at risk. (If the work falls outside the scope of regulated activity, leave blank.)

I confirm that I am not barred from working with children /adults at risk.

Signed Date

\*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates> <http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

\*\*<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf>