

CSD/1

## SAFEGUARDING DECLARATION FORM

(For those roles eligible for enhanced criminal record checks due to substantial contact with children and/or vulnerable adults).

This form will be completed prior to the submission of any enhanced DBS check for both new applicants and those renewing certificates. The form should be completed following selection of the chosen candidate for initial applicants.

### Disclosure of criminal records and other relevant circumstances

The nature of the activities you will be or are undertaking on behalf of the Church is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (ROA), by virtue of the ROA (exceptions) Order 1975 as amended. **You must therefore declare both spent and unspent convictions and cautions. Criminal convictions should be disclosed unless they have been 'filtered'.**

It is a criminal offence to apply for a role including regulated activity with children or vulnerable adults, if you are barred from working with those groups by the Disclosure and Barring Service.

### Qualification for appointment in the Methodist Church

There are also restrictions to appointment relating to roles with substantial contact with vulnerable groups laid down in the Constitutional Practice and Discipline of the Methodist Church under Standing Order 010 (Constitutional Practice and Discipline of the Methodist Church, Volume 2, 2020).

*(2) Subject to the provisions of the Rehabilitation of Offenders Act 1974 (or any statutory modification or re-enactment thereof for the time being in force and any regulations or orders made or having effect thereunder)*

*(i) no person who has been convicted of or has received a simple or conditional caution from the police concerning an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (as amended) or who is barred by the \*Disclosure and Barring Service from work with children, young people or vulnerable adults or who the Safeguarding Committee concludes otherwise poses a risk to children, young people or vulnerable adults shall undertake work with children, young people or vulnerable adults in the life of the Church;*

*(ii) no person who has been convicted of or has received a simple or conditional caution from the police concerning an offence under the Sexual Offences Act 2003 or mentioned in Schedule 15 to the Criminal Justice Act 2003 or who is barred by the \*Disclosure and Barring Service from work with children, young people or vulnerable adults or who is the subject of a risk assessment under Standing Order 237 as a result of which the Safeguarding Committee concludes that he or she presents a significant risk of serious harm to children, young people or vulnerable adults shall be appointed or reappointed to any office, post or responsibility or engaged or re-engaged under any contract to which this sub-clause applies unless authority for the appointment or employment has been obtained under clause (5).*

In some cases, an appeal may be made to the Secretary of Conference, regarding qualification for appointment. Please speak to the person overseeing your appointment or district safeguarding officer if you believe this may be relevant.

\*Restrictions to appointment will apply regarding comparable barring schemes applicable in other jurisdictions.

The Methodist Church reserves the right not to appoint (or to take steps to remove from office) someone where they are found to be ineligible, unsuitable or where they have not declared information that should otherwise have been disclosed.

### Declaration

Name:

Position, role, office, duty  
or responsibility:

Organisation

#### **You should declare:**

- Any criminal convictions, including cautions, **which have not been 'filtered'** according to the Disclosure and Barring Service rules, including **both 'spent' and 'unspent' convictions**. This includes any convictions or cautions from outside the UK.
- If your name has been placed on a list of people barred from working with children or vulnerable adults by the Disclosure and Barring Service (DBS).
- If you are currently under investigation by the police.
- If a Family Court has ever made a finding of fact that you have caused significant harm to a child/vulnerable adult.
- If a child in your care or for whom you had parental responsibility has ever been removed from your care, been the subject of a Care Order, a Supervision Order or a Children's Services safeguarding plan.
- If Methodist Church Standing Order 010 applies to you.

- I have read carefully the information contained in this form.
- I will inform the Methodist Church as soon as possible if any matter arises during the course of my role, position or responsibility that would warrant declaration on this form.

#### **Please tick one of the options below.**

1. I am not aware of any matters now or in the past, which I need to declare, prior to my appointment or continuing work involving substantial contact with vulnerable groups. ☐
2. I have been cleared previously by the Methodist Church with regard to matters arising from an enhanced DBS certificate and I confirm that there are no further matters to declare since that clearance. ☐
3. There are matters I need to declare before appointment or renewal of my enhanced DBS check and I have provided details on an additional sheet. ☐

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

NB. Confidential Safeguarding Declaration Forms will be held securely by the appointing body. The content may be shared where necessary, proportionate and legitimate to manage a safeguarding risk to vulnerable groups engaging with the Methodist Church in compliance with the Data Protection Act 2018 Schedule 1, Part 2 (18) and the GDPR.

### SD/1 Safeguarding Declaration – Additional Information

This page should only be completed where there is additional information to be declared as required relating to items specified in the SD/1.

**Name:**

**Position, role, office, duty or responsibility:**

**Organisation**



