

CONFIDENTIAL DECLARATION - DIOCESE IN EUROPE

ARCHDEACONRY OF SWITZERLAND

To be completed by those wishing to work with children, young people or vulnerable adults

This Confidential Declaration form is for use in the *Archdeaconry of Switzerland* and applies to volunteers who are likely to be in regular contact with children, young people or vulnerable adults. For example, Council Members; Churchwardens; Worship Leaders; Pastoral Assistants; those involved in, or working with, Sunday School (Junior Church), crèche, youth group, choir, pastoral team, bell-ringing, uniformed organizations, theatre group, music group. Please contact your Chaplain, Chaplaincy Child Protection Officer / Pastoral Care Officer for further information.

NOTE: This form does not apply to beneficed clergy, those who hold the Bishop's licence or permission to officiate, employees, and ordinands – other provision is made for people in these categories.

The form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan / Bishop's Adviser for Children, Young people and Vulnerable Adults. All forms will be kept securely under the terms of the UK 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.

1) Have you ever been convicted of any criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

Yes ?

No ?

Please tick

Note: Declare all convictions, cautions, warnings or reprimands however old. Minor motoring offences, such as exceeding the prescribed speed limit, which can be dealt only summarily, need not be declared. Posts where the person is working or coming into regular contact with children, young people or vulnerable adults are exempt from the UK 'Rehabilitation Act 1974'. All convictions, cautions, warnings and reprimands must be declared irrespective of the country or the year in which they were obtained.

2) Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Yes ?

No ?

Please tick

3) Are you at present under investigation by the police or an employer for any offence?

Yes ?

No ?

Please tick

4) Has your name been placed on the UK Protection of Children Act List (POCA), List 99 or the UK Protection of Vulnerable Adults List (POVA), on similar lists in any other country, barring you from work with children, young people or vulnerable adults?

Yes ?

No ?

Please tick

5) Have you ever been found by a court exercising civil jurisdiction in any country (including matrimonial or family

jurisdiction) to have caused significant harm* to a child, young person or vulnerable adult, or has any such court made any order against you on the basis of any finding or allegation that any child, young person or vulnerable adult was at risk of significant harm from you?

Yes ?

No ?

Please tick

Note: Declare any finding of fact by a civil court that your actions have significantly harmed a child, young person or vulnerable adult. Declare any court orders made on this basis.

*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 activity with a child, a young person or adult for whom you had pastoral responsibility. A child or young person is defined as someone who has not yet attained their eighteenth birthday

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6) Has your conduct ever caused or been likely to cause significant harm to a child, young person or vulnerable adult, or put a child, young person or vulnerable adult at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things?

Yes ?

No ?

Please tick

Note: Make any statement you wish regarding any incident you wish to declare.

7) To your knowledge, has it ever been alleged that your conduct has resulted in any of those things as listed in question 6?

Yes ?

No ?

Please tick

If Yes, please give details, including 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.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

8) 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 UK 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 Act 1989, or a similar order under other legislation?

Yes ?

No ?

Please tick

Note: All these matters will be checked with the relevant authorities.

9) Have you any health problem(s), which might affect your work with children, young people or vulnerable adults?

Yes ?

No ?

Please tick

Note: Declare in confidence any health issues that may affect your ability to work with children, young people or vulnerable adults. This question is primarily intended to help you if you subsequently need to withdraw from work eg because of a recurring health issue.

10) Have you, since the age of eighteen, ever been known by any name other than the one given below?

Yes ?

No ?

Please tick

If yes, please give full details.

Note: Please note that this will include those who have changed name either as a result of marriage or changed name by Deed Poll.

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11) What is your current country of residence?

12) Since when have you been resident (month and year)?

13) List all countries in which you have been resident since the age of sixteen together with dates (month and year) continuing on a separate sheet if space is insufficient.

Country

From

To

14) Supporting documents required:

A) A photocopy of your Birth Certificate or Passport.

B) A certificate confirming you have no criminal record, convictions, or findings of guilt from the local or national police authority if your current country of residence is Switzerland or an adjacent country.

In Switzerland the required certificate is called Auszug aus dem Schweizerischen Strafregister / Extrait du casier judiciaire Suisse / Estratto del casellario Giudiziale svizzero. It can be ordered from any post office and costs CHF 20.00. Your Chaplaincy Child Protection Officer or Pastoral Care Officer can provide further information or assistance.

If the person has recently arrived in Switzerland, a suitable “declaration of no criminal record” from the last country of residence must be obtained.

Supporting certificates from previous countries of residence are required if your residence was for a period of six months or more or six months in total in any twelve-month period. Such certificates may need to be translated into English, please seek the advice of your Chaplain.

In the case of forms and documents being returned **to the Chaplain** the only supporting document (note 14 on page 3) will normally be the Swiss police certificate. The chaplain reserves the right to require documents from other countries, however, without giving reasons.

C) The names and addresses of two referees. These people will be contacted directly by your Chaplain or Chaplaincy Child Protection Office / Pastoral Care Officer for a written reference.

15) If you are unable to provide any of the required certificates / documents, please give reason (s).

The accuracy of the information you give will be checked and further advice may then be sought from the Bishop’s Adviser for Children, Young People and Vulnerable Adults.

Reason(s):

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DECLARATION

I declare that the above information (and that on the attached sheets*) is true, accurate and complete to the best of my knowledge.

Signed: Date:

Full name (please print):

Address (please print):
.....
.....
.....

Date of birth

*Please delete if not applicable

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.

False or withheld information will be grounds for dismissal.

Please return completed form with any required supporting documents to your Chaplain

*Note: The Diocese is currently considering requiring all church volunteers who have regular contact with children, young people and/or vulnerable adults, and who have been resident in the UK for six months or more after the age of 16 years, to apply for an **Enhanced Disclosure Certificate** from the Criminal Records Bureau. Such an application would be made through the Diocesan Office in London.*

You will be informed by your Chaplain or Chaplaincy Child Protection Office / Pastoral Care Officer should this become necessary.

