**Confidential Safeguarding Self Declaration Form DBS 4**

*If you have a disability that may make the completion of this form difficult, it can be completed by someone on your behalf however you are required to sign and date the form.*

***This form can be returned in a sealed envelope.***

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| **Name of applicant:** | | | |
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| **Parish / Religious Order/ Organisation:** | | | |
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| **ALL roles applicant will undertake:** | | | |
|  | | | |
| **Church (if applicable):** | | | |
|  | | | |
| **Applicants email address:** | | | |
|  | | | |
| **Applicants National Insurance number:** | | | |
|  | | | |
| **Applicants Date of Birth:** | | | |
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| **Are you registered with the DBS online update service?** | | | |
| YES | CERTIFICATE NUMBER | NO |  |
| **DECLARATION** | | | |
| **The amendments to the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’.[[1]](#footnote-1) This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.**  **Question 1 of 4:**  Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not ‘protected1’ as defined by the Ministry of Justice?  YES NO  **Question 2 of 4:**  Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?  YES NO  **Question 3 of 4:**  Have you ever received a caution or conviction from another country outside of the UK?  YES  NO    **Question 4 of 4:**  Are you or have you ever been the subject of an investigation into a concern about a child in your care or investigated under adult protection safeguarding procedures, or are you currently subject of a police investigation?  YES NO    **If YES to ANY of the above, please provide summary details below, use additional sheets of paper if necessary.**  **…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**  **Declaration (please read, sign & date)**  KnowYourPeople (hereafter known as KYP), now working in partnership with the Catholic Safeguarding Standards Agency, is registered with the Disclosure & Barring Service (DBS) for processing criminal records checks. Individuals working in diocesan offices, parishes, religious congregations and Catholic Organisations (where agreed with CSSA), who carry out criminal record check processes via the DBS are ‘agents’ of the CSSA and are bound by the policies of the DBS, KYP and the Catholic Church national safeguarding procedures for DBS application processing and the [DBS Code of Practice](https://www.gov.uk/government/publications/dbs-code-of-practice#_blank).   * I have been provided with a copy of the [CSSA DBS privacy notice](https://catholicsafeguarding.org.uk/wp-content/uploads/2023/05/Privacy-notice-for-DBS-applications-1.docx#_blank) and the [KYP privacy notice](https://storage.knowyourpeople.co.uk/files/kyp%20privacy%20policy.pdf#_blank) and I understand how KYP, CSSA and its Agents will process my personal data * I consent to my application being processed online by KYP and CSSA * I have read the [Standard/Enhanced DBS Check Privacy Policy for applicants](https://www.gov.uk/government/publications/dbs-privacy-policies#_blank) and I understand how DBS will process my personal data and the options available to me for submitting an application. * I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains criminal record information. In some cases, the registered body may provide this information directly to my employer prior to you receiving the certificate. I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with this application, and I should submit a paper application form. I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline 03000 200 190 * I acknowledge that information may be transferred by First Advantage to affiliates or/sub processors to the extent necessary to assist with the checks. During the background check process my personal data may be disclosed to law enforcement and government agencies to check for civil and criminal records, as permitted by law. Sources of information used during the vetting process may include governmental authorities and third parties, such as prior employers and educational institutions you attended. In order to meet processing requirements from certain sources (DBS, etc.), I acknowledge that special characters from the data provided may be removed if required to fulfil one or more checks. I hereby confirm that I am of legal age to confirm the above statements. If not, I confirm that this has been approved by my parent or guardian. * I have been provided with a link to the Catholic Diocese of Portsmouth privacy notice [20241119-Privacy-Notice.pdf](https://portsmouthdiocese.org.uk/wp-content/uploads/2022/05/20241119-Privacy-Notice.pdf) and understand how my personal data will be processed. * By signing this Declaration, I provide consent to the Catholic Church of England & Wales checking the status of my Disclosure in the future should I subscribe to the online DBS Update Service. These checks will be carried out every 3 years and should this timeframe need to be adjusted for any reason, further consent will be sought. Should I step down from post I will notify the Safeguarding Office and advise of my request to withdraw my consent. * I declare that the information I have given on this form is correct and true to my knowledge.   **Signed: Dated:** | | | |

*This form will be retained for 10 years and 1 day after the person leaves role or will be superseded by a new DBS 4 when a new application is processed, refer to document retention policy for further details*

1. Protected refers to convictions and cautions that will not be included on a DBS Disclosure Certificate.  All guidance and criterion the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance> [↑](#footnote-ref-1)