

**Safe Haven**

# The Protection of Vulnerable Adults

Updated October 2014

## Episcopal foreword

Thankfully the idea still lingers that churches are places of sanctuary, where the frightened and the vulnerable seek safety. But it's not just the buildings which should offer safety to the vulnerable. It's the Church as the people of God as well.

We believe that every human being is made in the image of God. It follows that we should honour everyone regardless of their age, capabilities, gender or ethnicity. In the Gospels Jesus is especially tender towards those who are vulnerable, ignored or treated badly in first century Palestine. And, of course, he knew what it was to be vulnerable himself. We all become vulnerable at some point in life. Protecting the vulnerable, whether adults or children, is a responsibility carried by those in Christian ministry. It's one that's shared by the lay leaders in our churches, whether churchwardens or those who form part of a Parochial Church Council.

This document, together with the training opportunities provided by the diocese and the information on the diocesan website [www.norwich.anglican.org](http://www.norwich.anglican.org) enables us to fulfill these responsibilities appropriately and efficiently.

I commend them to you.

+Graham Norvic:

*Whilst these Guidelines endeavour to give accurate information, it is not a legal document and neither the Bishop, nor the group who prepared them, can be held responsible for any errors or omissions.*

# CONTENTS

1.	Summary of the policy	4
2.	Implementing this policy	4
3.	Role of the Named Person	5
4.	Understanding Vulnerability	6
5.	Different Forms of Abuse	7
6.	What To Do If You Suspect Mistreatment	8
7.	Care of Adult Survivors	8
8.	Ministering to Known Offenders	9
9.	Confidentiality and the Confessional	9
10.	Recruitment of Paid Employees or Volunteers	10
11.	Insurance	11
12.	The Confidential Declaration Form	11
13.	Applying for a Disclosure	12
14.	Renewal of Disclosures	15
15.	Portability of Disclosures	15
16.	Resources	16
Appendix A: Sample Policy		19
Appendix E: Confidential Declaration Form		20
Helplines		22

**For advice on Safeguarding and issues concerning allegations or suspicions of abuse contact:**

Sue Brice, Bishop's Safeguarding Adviser 07958377079

**Or in her absence:**

The Revd James Stewart, Bishop's Chaplain: **01603 614172**

## 1. Summary of the Policy

- Within our churches we are committed to respectful pastoral ministry to all adults and the safeguarding and protection of vulnerable people.
- We will seek to offer pastoral care to anyone who has suffered abuse.
- We will carefully select and train those with formal pastoral responsibility, initiating Disclosure and Barring Service (formerly Criminal Records Bureau) disclosures where appropriate.
- We will respond without delay to any complaint made that an adult has been harmed, co-operating with police and the local authority in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will offer ministry to any member of our church community known to have offended against a vulnerable person.

## 2. Implementing this policy

- A policy for working with vulnerable adults must be agreed by the PCC, dated, signed and displayed in a prominent position in church. A copy must be sent to:

***Sue Brice***  
***Bishop's Safeguarding Adviser***  
***Bishop's House***  
***Norwich***  
***NR3 1SB***

- A sample policy can be found in Appendix A or on the diocesan website.
- Each PCC or benefice must appoint a Named Person who will take special responsibility for policy implementation;
- The Policy and Named Person appointment must be reviewed annually at the PCC meeting prior to the APCM. **The Bishop's Safeguarding Adviser must be notified of any changes.**
- Those involved in ministry to vulnerable adults must be properly appointed, attend training provided by the Diocese, and be offered support as appropriate.
- Allegations or suspicions of abuse must be dealt with promptly and in accordance with the policy.

### **3. Role of the Named Person**

In a multi-parish benefice, one Named Person may be appointed for the whole benefice, and may be, but need not be, the Named Person for child protection.

The Named Person must work closely with the Incumbent on all the responsibilities below.

The responsibilities are:

- To monitor the implementation of the Parish Policy Statement on Vulnerable Adults and to encourage good practice.
- To ensure the suitability of all volunteers or employees of the PCC(s) is checked before working with vulnerable adults; assisting the employee/volunteer in obtaining a Disclosure and Barring Service (DBS) Disclosure for working with vulnerable adults, if required (see Appendix E) and ensuring a Confidential Declaration Form is completed. The Confidential Declaration Form must be renewed every 3 years, the Disclosure must be renewed in accordance with current recommendations.
- A DBS Disclosure should be obtained for young people aged 17 or older when they work with vulnerable adults
- To encourage all who work with vulnerable adults to undertake training as offered by the diocese.
- To send a copy of the policy to the Bishop's Safeguarding Adviser and keep her informed of any changes to the Policy or Named Person.

***Sue Brice  
Bishop's Safeguarding Adviser  
Bishop's House  
Norwich  
NR3 1SB***

## 4. Understanding vulnerability

There are various definitions of what a “Vulnerable Adult” is. Here are two of them, the first being from the NHS and the second from the Church of England.

### **NHS definition –**

Broadly speaking, a vulnerable adult is aged 18 or over, receives or may need community care services because of a disability, age or illness, and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

The **Church of England** definition is similar –

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation. (Promoting a Safe Church).

### **A vulnerable person has the right to:**

- be treated with respect and dignity;
- have their privacy respected;
- be able to lead as independent a life as possible;
- be able to choose how to lead their life;
- have the protection of the law;
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- be able to use their chosen language or method of communication;
- be heard. *(Human Rights Act, 1998)*

## 5. Different forms of abuse

**Physical** e.g. ill-treatment such as hitting, slapping, pushing, whether or not it causes physical injury; racially or religiously motivated attacks; a requirement for someone to work in an unsafe environment.

### **Emotional or psychological**

e.g. use of threats or fear; misuse of power in a relationship, bullying, harassment, lack of privacy or choice, deprivation of social contact or deliberate isolation, making someone feel worthless, verbal abuse, humiliation, blaming, coercion.

**Neglect** e.g. any neglectful pattern of behaviour which seriously impairs another person. Can include failure to intervene, not giving personal care, deliberately withholding visual or hearing aids or food or drink, restricting access to medical services, denying contact with family etc.

**Sexual** e.g. any sexual act carried out without the informed consent of the other – both contact and non-contact.

No one should enter a sexual relationship with a person for whom they have pastoral responsibility or occupy a position of trust. Non-contact abuse includes sexual remarks and suggestions, introduction to indecent material, indecent exposure. Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressured to consenting to sexual acts.

**Spiritual** e.g. forcing religious ideas onto people, inappropriate use of religious belief or practice, intrusive healing or deliverance ministries.

### **Financial or legal**

e.g. wilful extortion or manipulation of vulnerable adult's legal or civil rights. Misappropriation of moneys or goods, misuse of finance or property, exploitation of a person's resources, misuse of a position of authority to persuade a person to make gifts or legacies or change a will.

## 6. What to do if you suspect mistreatment

If there is a suspicion or allegation of mistreatment of a vulnerable adult:

- Listen carefully to what is being said without asking leading questions or making personal comment.
- Make detailed notes on the conversation, sign and date it.
- Inform the Named Person who must report the discussion to the Bishop's Adviser for Safeguarding; she will advise the parish and contact other agencies as appropriate.
- In the absence of the Bishop's Adviser contact Revd James Stewart, Bishop's Chaplain on **01603 614172**
- If the vulnerable adult is in immediate danger, Social Services or the Police should be contacted before the Bishop's Adviser.
- **Under no circumstances should anyone in the parish take it upon themselves to investigate the situation. If an allegation has been made, it must not be discussed with the person who is being accused.**

## 7. Care of Adult Survivors

Some adults in the church may suffer now from the effects of abuse in childhood. Many survivors cope with abuse and live normally. Some present a 'normal' face to the world but are suffering. Depression, behaving like a victim, an inability to get close to people, fears and phobias, self-harm, and feeling inappropriate guilt may all be symptoms of abuse.

Survivors need someone to listen to them and believe them. There is no quick fix for healing, but many benefit from specialist help. The experience of Church (calling God 'Our Father', being touched at The Peace, anointing and touch, 'body' and 'blood') can all trigger painful memories. It is important to recognise the vulnerability of some survivors, especially when they are in crisis or early stages of healing. The abuse of power within pastoral relationships is a real danger.

Some helpful resources are listed towards the end of these guidelines.

## **8. Ministering to known offenders**

The Church's ministry to provide a warm welcome to all must not compromise its duty of care to protect vulnerable adults.

Should their church find itself with an offender in its congregation, parish priests must inform the Bishop's Adviser who will suggest putting in place an agreement between the church and the offender.

If the PCC is considering appointing an ex-offender to a voluntary or employed post within the church, the Bishop's Adviser must be notified before any appointment is formalized. If employing an ex-offender, it will be necessary to notify church insurers.

There is a tightrope to be walked between maintaining the highest levels of confidentiality and the abuse which thrives on secrecy. Above all clarity and a determination not to be manipulated are essential.

### **In the event of a parish vacancy:**

It is imperative the information about a known offender in the congregation is passed on to the new incumbent. To ensure that this happens, the departing incumbent should give the information to their Archdeacon who will inform the new incumbent when they take up the post.

## **9. Confidentiality and the Confessional**

The Anglican priest is constrained by Canon Law not to disclose anything revealed in the confessional. Whether this is an absolute duty and right is debatable. Confession is intended for the good of the soul leading to absolution, and there is an argument which says that where there is the likelihood of significant risk to children and vulnerable adults (including terrorist activity) disclosure of the relevant information to public authorities is to be encouraged.

## 11. Recruitment of paid employees or volunteers to work with adults who may be vulnerable

Only those who regularly care for vulnerable people (as defined by the Disclosure and Barring Service) are obliged to obtain a DBS Enhanced Disclosure. (See definitions on Page 10)

Paid employees and volunteers who do not require a DBS check must, nevertheless, complete a Confidential Declaration Form (CDF). See Appendix E or download from the Diocesan website.

- The PCC should agree on ways in which new employees and volunteers who are to work with vulnerable adults will be recruited and appointed.
- The Named Person will be responsible for obtaining appropriate checks and references.
- When a DBS check flags up a potential issue the Bishop's Adviser is informed directly by the Registered Body, DDC Ltd. She will then advise the parish accordingly. The Named Person should not assume clearance until they have been notified by DDC Ltd. of the serial number and date of issue of the Disclosure. Where the Named Person has concerns arising from the Confidential Declaration Form these must be discussed with the Bishop's Safeguarding Adviser **before** an appointment is made.
- A job description should be drawn up. This will include a statement of the tasks and responsibilities and to whom the person is accountable. A template written agreement for a volunteer can be downloaded from the Child Protection page of the Diocesan website.
- Interview the candidate. Interviews for volunteers may be informal but must ensure that the volunteer and the task are compatible.
- In general people should be involved in the life of the parish for at least 6 months before being asked to help with work with adults who may be vulnerable.

### Children/Young People Helping as Leaders

- A DBS Disclosure should be obtained for young people aged 17 or older if they fall into the category of contact as outlined in chapter 11- Recruitment of leaders.
- A Confidential Disclosure Form should be completed by all young people helping regularly as leaders and two references obtained.
- Young people helping as leaders should ALWAYS be supervised by an adult leader who has an Enhanced DBS check. Young people should not be left with Vulnerable Adults unsupervised.
- Young people helping as leaders should be appropriately briefed about good practice in working with vulnerable adults.

## **12. Insurance**

Good practice minimises risk, however, it is essential that adequate insurance cover is in place.

**PCCs must check with their insurers that they have suitable and adequate Public Liability cover.**

**Insurers will require the insured to:**

- Take all reasonable steps to prevent injury, loss or damage. Failure to do this may prejudice the insurance arrangements in force
- Exercise good practice to minimise risk
- Have agreed and implemented a policy statement on the Protection of Vulnerable Adults.
- Notify the insurer immediately of any incident or allegation and keep them informed of progress. Failure to do this may prejudice any cover provided by the policy.

Insurers will not provide indemnity to the perpetrator of an incident of abuse.

## **13. The Confidential Declaration Form**

The Disclosure and Barring Service and 'Promoting a Safe Church', the House of Bishops' Policy on the protection of vulnerable adults, recommend that anyone appointed to a position involving regular contact with vulnerable adults should be given an early opportunity to declare any relevant matters. This Confidential Declaration Form (CDF) will be held securely by the person who makes the appointment.

A copy of the Confidential Declaration Form can be found at Appendix E or on the Diocesan website.

The Named Person gives the Confidential Declaration Form to the applicant to complete and return. The form is held confidentially for PCC records.

The form is renewed every 3 years for Readers, Volunteers, PCC Employees and Named Persons.

## 14. Applying for a Disclosure: Volunteers, and PCC Employees

The PCC has a duty to ensure there is nothing to prohibit an individual from working with vulnerable adults.

All those who come into regular contact with adults who may be vulnerable, will be required to complete a Confidential Declaration Form; they will also be required to obtain an Enhanced Disclosure, if the nature of the work requires it. **See Page 10.**

The need for an Enhanced Disclosure must be stated in any advertisements for the post (voluntary or employed).

*The DBS defines a volunteer as a person engaged in any activity which involves spending time unpaid (except for travelling or other out of pocket expenses) doing something which aims to benefit some third party other than or in addition to a close relative.*

A DBS Disclosure should be obtained for young people aged 17 years or older

**Disclosures for Readers** will be initiated by the Readers' Office and the DBS Secretary at Diocesan House; it is the PCC's responsibility for payment.

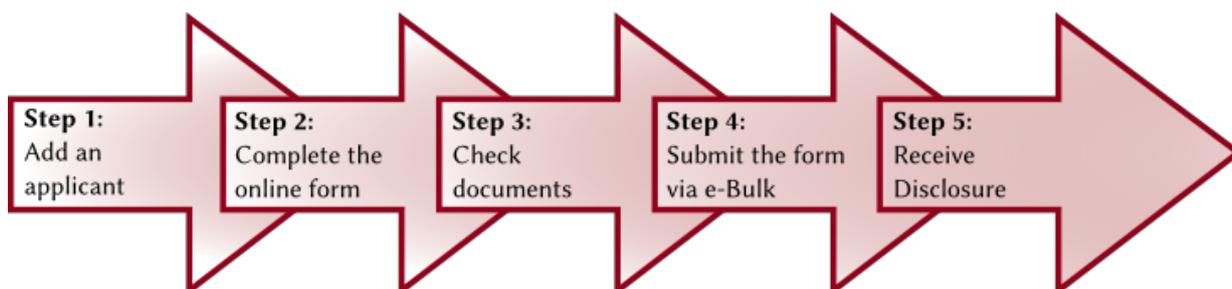
**Disclosures for Clergy and Authorised Worship Assistants** will be initiated by the Bishop's Office and paid for by the Diocesan Board of Finance.

### PROCEDURE:



Disclosure can now be obtained from DDC Ltd using an online process which is **cheaper** and **reduces** application time. Documentation is checked online rather than being posted to DDC Ltd. The Diocese of Norwich strongly recommends you use this online system.

To access this facility the Named Person must log into the DDC website using their user name and password and choose the tab for online (paperless) process. **You must phone DDC Ltd prior to doing this to ensure they have set you up with the appropriate passwords.**



For further information, log on to the DDC website: <http://www.ddc.uk.net/criminal-record-checks/standard-and-enhanced-dbs-checks/online-dbs-checks/>

For those not using the online process:

- **The Named Person (or incumbent for checking Named Persons) contacts DDC Ltd on [norwichd@ddc.uk.net](mailto:norwichd@ddc.uk.net) or 0845 644 3298.** DDC will require the applicant's name, address, phone number and role description.

*The Named Person's details will be checked against the list provided to them by the Diocese of Norwich. Those with internet access will be given a 'User Name' and password so they can check the progress of the application on the DDC website.*

- **The Named Person gives a Confidential Declaration Form to the applicant.**
- **DDC will send a Disclosure Application Pack to the Applicant.** This includes the DBS Disclosure Application Form with continuation sheet and guidance notes, the Named Person's ID Check Sheet, an addressed envelope for returning the forms and a covering letter outlining the process.
- **The Applicant completes the DBS Disclosure Application Form\* and Confidential Declaration Form** and takes them, with ID documents, Named Person's ID Check Sheet and envelope, to the Named Person.

Acceptable ID documents are listed on the back of the ID Check Sheet.

*\* The role title should indicate whether it is voluntary. For the Organisation, use the name of the church and the Vicarage/Rectory address.*

- **The Confidential Declaration Form** must be checked and stored confidentially for PCC records until renewed or the applicant is no longer in post.
  - **The Named Person checks the ID documents** and completes both sides of the ID Check Sheet.
  - **The Named Person sends the DBS Disclosure Application Form** with ID Check Sheet\*, original ID documents and cheque to DDC Ltd in the envelope provided. Recorded delivery is recommended.
- \* ***It's vital that a note stating the role title and nature of the work is attached to the ID Check Sheet to ensure the correct type of check is made.***

**Send a cheque payable to DDC Ltd for:**

Paid Workers            £65.60 (inc VAT) or £56.00 (inc VAT) online

Volunteers             £21.60 (inc VAT) or £12.00 (inc VAT) online

Payment for Volunteers and PCC Employees is the responsibility of the PCC.

*Costs as at 1<sup>st</sup> May 2014. Named Persons/Incumbents will be notified of changes*

- **DDC will check that the ID documents are genuine**, according to DBS recommendations. They will be posted back to the applicant by recorded delivery within two working days.
- **DDC will process the application** and forward it to the Disclosure and Barring Service.
- **Named Persons can check the progress of any application they have sent** via the DDC website using their 'User Name' and password.

## **WHAT HAPPENS NEXT?**

Once processed, the DBS will send the Disclosure direct to the Applicant and a copy to DDC Ltd.

**If the Disclosure is clear**, DDC will notify the Named Person, via the website, or by letter, stating the issue number and date of the Disclosure.

**If the Disclosure is positive** (not clear) DDC will inform the Bishop's Adviser for Safeguarding.

DDC will hold the Disclosure confidentially for six months. At the end of that time it will be destroyed and a record kept.

The Applicant should retain the paper copy of their Disclosure.

## **15. Renewal of Disclosures**

DBS checks should be renewed **every 5 years**. It remains that Clergy, Readers and Authorised Worship Assistants are checked by Bishop's House.

A Confidential Declaration Form should be renewed **every 3 years** and held by the Named Person.

## **Portability of Disclosures**

It is the responsibility of the appointing body to decide whether or not to accept a Disclosure obtained for another organisation.

**If there is any doubt or concern as to the suitability or identity of a volunteer or applicant, a new Enhanced Disclosure should be obtained.**

If consideration is being given to accepting a pre-existing Disclosure, the following criteria **must** be met:

- It is less than 2 years old
- It is Enhanced and for a similar position
- The applicant's identity is verified.
- The applicant is still in the post or job for which the Disclosure was sought.
- A reference from the previous employer or appointer is obtained to ensure that the applicant was appointed following receipt of the Disclosure.
- The date and reference number of the Disclosure is recorded, together with the name and date of birth of the applicant.
- A Confidential Declaration Form must be completed.

## 17. Resources

### Resources for people who may be vulnerable

#### **Action on Elder Abuse**

Tel. 080 8808 8141  
[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Support, helpline and training materials.

#### **Age UK**

0800 169 87 87  
[www.ageuk.org.uk](http://www.ageuk.org.uk)

A national organization offering advice and information about issues concerning older people. There are also local groups offering support and advocacy services.

#### **Alzheimer's Society**

Devon House  
58 St Katharine's Way  
London E1W 1LB  
[www.alzheimers.org.uk](http://www.alzheimers.org.uk)

A national organization, concerned with people who have dementia, with local groups and a web site providing support to families and training.

#### **MENCAP** (Royal Mencap Society)

123 Golden Lane  
London  
EC1Y 0RT  
[www.mencap.org.uk](http://www.mencap.org.uk)

A national organization providing services for people with learning disabilities. They also provide local groups and a web site offering support and social activities to families, adults and children.

#### **MIND** (The national association for Mental Health)

3rd Floor, Quebec House,  
Castlebridge,  
5-19 Cowbridge Road East,  
Cardiff CF11 9AB  
Tel. 029 2039 5123  
[www.mind.org.uk](http://www.mind.org.uk)

A national organization, web site and local groups offering support to families and sometimes direct services.

#### **RNIB**

(Royal National Institute for the Blind)  
0303 123 9999  
[www.rnib.org.uk](http://www.rnib.org.uk)

A national organization focusing on the needs of blind and partially sighted people. They offer advice, aids and equipment.

#### **Action on Hearing Loss**

(formally RNID)  
0808 808 0123  
[www.actionhearingloss.org.uk](http://www.actionhearingloss.org.uk)

A national organization raising awareness of deafness, hearing loss and tinnitus. They also train and provide interpreters.

**Scope**  
0808 800 3333  
[www.scope.org.uk](http://www.scope.org.uk)

The main national organization for those with cerebral palsy, offering advice and information which can also be helpful for those with other physical disabilities.

**Through the Roof**  
01372 749955  
[www.throughtheroof.org](http://www.throughtheroof.org)

A Christian body aiming to equip and train churches to include disabled people, by encouraging and equipping them for church leadership; providing support and fellowship to disabled people.

**Women's Aid**  
24 – National Helpline:  
Tel 0808 2000 247  
[www.womensaid.org.uk](http://www.womensaid.org.uk)

**Respond**  
0808 808 0700  
[www.respond.org.uk](http://www.respond.org.uk)

Support for those with learning difficulties who have been abused.

**Survivors UK**  
0845 122 1201  
[www.survivorsuk.org](http://www.survivorsuk.org)

Support for male survivors

**NAPAC**  
Tel: 0800 085 3330  
[www.napac.org.uk](http://www.napac.org.uk)

Telephone helpline for adults abused as children.

**Minister and clergy sexual abuse survivors (MACSAS)**  
[macsas.org.uk](http://macsas.org.uk)

Support for people sexually abused by those in ministry

## **A selection of useful books**

Ainsclough, Carolyn, and Roon, Kay, *Breaking Free* workbook, Sheldon Press, 2000.

Atkinson, Sue, *Breaking the Chains of Abuse*, Lion Hudson, 2006

Chevous, Jane, *From Silence to Sanctuary*, SPCK, 2004.

(Includes a comprehensive resources section)

Kelly, Robert A., and Maxted, Fay, *The Survivors Guide*, Rugby RoSA, 2005.

Includes a resources section. Available from the Survivors Trust.

Litchfield, Kate, *Tend My Flock*, Canterbury Press, 2006. £14.99

Available to Clergy and Lay Ministers of the Diocese of Norwich for £7.50

Penhale, B & Parker, J *Working with Vulnerable Adults*

Routledge 2008

*Time for Action: sexual abuse, the Churches and a new dawn for survivors*, 2002.

Churches Together in Britain and Ireland, 31 Great Smith Street, London, SW1P 3BN

Church of England Report *Promoting a safe church 2006*

Church House Publishing, Church House, Great Smith Street, London SW1P 3NZ

A leaflet entitled 'Safeguarding Adults' is available from Norfolk County Council and can be downloaded from their website:

<http://www.norfolk.gov.uk/view/ncc080462>

## Appendix A:

### Policy on Safeguarding Vulnerable Adults in the Church

This policy was adopted by .....(Parish) at the Parochial Church Council meeting held on ..... It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional or spiritual abuse or neglect of adults who are vulnerable, and to report abuse that is alleged or suspected.
2. This church will observe Church of England guidelines with regard to Vulnerable Adults. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.
3. Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.
4. Responsibility for the appointment of workers shall rest with the PCC.

The Named Person appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of vulnerable adults is .....

Signed by :-

Named Person:

Tel:

Incumbent :

Churchwarden:

Churchwarden:

Date:

## Appendix E: Confidential Declaration Form

### To be completed by those wishing to work with children or vulnerable adults.

*This form applies to clergy, employees, ordinands, other adults and all volunteers who are likely to be in regular contact with children or vulnerable adults. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Bishops Advisor for Safeguarding or someone in a similar position. 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.**

1. Have you ever been convicted of a criminal offence other than those convictions which are no longer subject to disclosure under the Exceptions Order 1975 (2013).  
YES NO

Note: Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the 'Rehabilitation of Offenders Act 1974'. Convictions obtained abroad must be declared as well as those from the UK. For further guidance on these exceptions please refer to DBS Filtering guidance at [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace other than cautions, reprimands, warnings or bind overs which are no longer subject to disclosure under the Exceptions Order 1975 (2013).  
YES NO

For further guidance on these exceptions please refer to DBS Filtering guidance at [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

3. Are you at present under investigation by the police or an employer for any offence?  
YES NO

4. Has your name been placed on the Protection of Children Act (POCA), List99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Independent Safeguarding Authority, barring you from work with children or vulnerable people?  
YES NO

5. Has a family court ever made a finding of fact in relation to you, that you 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?

Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse. It also includes matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.

YES NO

6. 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\*?

YES NO

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?

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.

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.

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 Child Protection Register or been the subject of child protection planning, 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

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

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

Signed:

Email:

Full name:

Date:

Address:

Date of Birth:

Please return completed form to:

Before an appointment can be confirmed applicants will be required to obtain an enhanced disclosure from the Disclosure and Barring Service. All information declared on this form will be carefully assessed to decide whether it is relevant to the post/role applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.

## HELPLINES

**For advice on issues concerning allegations or suspicions of abuse, or management of offenders:**

Sue Brice Bishop's Safeguarding Adviser 07958377079

[sue.brice@diocesofnorwich.org](mailto:sue.brice@diocesofnorwich.org)

Revd James Stewart, Bishop's Chaplain: 01603 614172

[bishops.chaplain@dioceseofnorwich.org](mailto:bishops.chaplain@dioceseofnorwich.org)

**For Sample Policies, Agreements, Confidential Declaration Form etc:**

Diocesan Website: [www.norwich.anglican.org](http://www.norwich.anglican.org)

### **Registered Body for the Diocese of Norwich**

DDC Ltd

P.O. Box 6878

Syston

LEICESTER

LE7 4ZR

Tel: 0845 644 3298

email: [norwichd@ddc.uk.net](mailto:norwichd@ddc.uk.net)

website: [www.ddc.uk.net](http://www.ddc.uk.net)

**Social Services:** Norfolk Social Services: **0344 800 8020**

Suffolk Social Services: **0808 800 4005**

Norfolk Police

**0845 4564567**

Suffolk Police

**01986 835300 or 101**