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.**

Please state your PARISH, CHURCH, RELIGIOUS ORDER or ORGANISATION:

Please state ALL ROLES you undertake at ALL PARISHES / RELIGIOUS ORDERS / ORGANISATIONS:

Status of Role: **Employed** ☐ **Voluntary** ☐ **Post Holder** ☐

Title:	**Date of Birth:**

Current Full Name:

Place of Birth:

State any PREVIOUS NAMES including any BIRTH NAMES if you have been MARRIED or if THE NAME YOU ARE USING IS DIFFERENT TO YOUR BIRTH NAME	**Provide ALL DATES YOU USED THOSE NAMES** e.g. *from (dd/mm/year) to (dd/mm/year)*

You must provide proof of all name changes, if you are unable to do so you must provide the ID Verifier with a satisfactory explanation

Current Full Address including Postcode:	**Date you moved into your current address (dd/mm/year):**

(Please provide details of previous addresses if you have lived at your current address less than 5 years, additional addresses may be supplied on another sheet of paper if necessary.)

Full Address including Postcode:	**Dates from & to (dd/mm/year):**
Full Address including Postcode:	**Dates from & to (dd/mm/year):**

Home Telephone Number:	**Mobile Telephone number:**
Email:	**National Insurance Number:**
Please state your CURRENT NATIONALITY:	**Please state your BIRTH NATIONALITY:**

Please state your preferred method of contact:

Post ☐   Email ☐   Telephone ☐

Are you registered with the ONLINE UPDATE SUBSCRIPTION SERVICE?

Yes ☐   No ☐   Not sure ☐

If yes, is the DBS certificate COMPLETED BY:

☐ WESTRMINSTER DIOCESE   ☐ MY EMPLOYMENT   ☐ ANOTHER VOLUNTARY ORGANISATION

This form will be retained for 10 years and 1 day after the person leaves role or will be superseded by a new DBS 4 when a new application is processed, refer to document retention policy for further details

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]. 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 'protected ' as defined by the Ministry of Justice?

YES ☐   NO ☐   **If YES please provide summary details below:**

Question 2 of 4: Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?

YES ☐   NO ☐   **If YES please provide summary details below:**

Question 3 of 4: Have you ever received a caution or conviction from another country outside of the UK?

YES ☐   NO ☐   **If YES please provide summary details below:**

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 please provide summary details below:**

If YES please provide summary details below, use additional sheets of paper if necessary.

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Data Protection Act 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.

☐ I have been provided with a copy of the Privacy-notice-for-DBS-applications-updated-August-2025.docx and KYP privacy notice KnowYourPeople-KYP-privacy-policy.doc 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 Check Privacy Policy for applicants 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 200190

☐ I acknowledge that information may be transferred by First Advantage to affiliates and/or subprocessors to the extent necessary to assist with the checks. During the background check process of your 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 government authorities and third parties, such a prior employers and educational institutions you attended. In order to meet processing requirements from certain sources (DBS, etc), you 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.

Signed: **Dated:**

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[1] 1Protected 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