

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:		Are you registered with the ONLINE UPDATE SUBSCRIPTION SERVICE?	
Post ☐ Email ☐ Telephone ☐		Yes ☐ No ☐ Not sure ☐	
If yes, is the DBS certificate COMPLETED BY:			
☐ WESTMINSTER DIOCESE ☐ MY EMPLOYMENT ☐ ANOTHER VOLUNTARY ORGANISATION			

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.

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