

Church of England, Parish of Dunstable
Instructions for the Renewal of
Out-Of-Date Criminal Records Bureau (CRB) Checks

If the CRB clearance, which the Parish holds for you was obtained more than five years ago it needs to be renewed. As part of the renewal process you also need to complete and return the attached Confidential Declaration.

To renew your CRB check you should telephone the CRB's Disclosure Application line on 0870 90 90 844. Alternative numbers are 01254 894992 and 0151 6761683. The CRB's lines are open weekdays 8 a.m. to 8 p.m. and Saturdays 10 a.m. to 5 p.m. They are closed on Sundays and public holidays.

You will need to provide the Registered Body name, which is 'Diocese of St. Albans' and the Registered Body number, which is 20224600009. The CRB may insist on using the parish name, which is perfectly acceptable. The position for which you are applying is 'Church child/adult helper'.

You will be asked to provide your full name, address, including the month and year that you moved to that address, date of birth and National Insurance number, which isn't obligatory.

You will be asked whether we require a standard or an enhanced Disclosure. We require an enhanced Disclosure.

You should stress that you are a volunteer so as the Diocese isn't charged for obtaining your disclosure.

The partially completed form is printed by the CRB and posted to you for completion up to section H. A guidance booklet on how to complete the form will be provided.

Please note the following in terms of completing the form:

Please use black ink and write in block capitals. If you make a mistake simply cross it out and write as near to the space as possible. Do not use Tippex or an equivalent. Do correct any errors the CRB has made.

The Organisation address at B15-19 is Abbey Gate House, Abbey Mill Lane, St Albans, Herts., AL3 4HD if the CRB has used the Organisation name of the 'Diocese of St. Albans'. If the CRB has detailed the parish name the address is 'The Priory Church of St. Peter, Church Close, Dunstable, Bedfordshire'. The Priory doesn't have a postcode.

Please ensure that the post title, which you enter at B13 is 'Church child/adult helper'.

The CRB often doesn't print middle names on the partially completed form, however they do need to be included.

Sections E and F do not need to be completed.

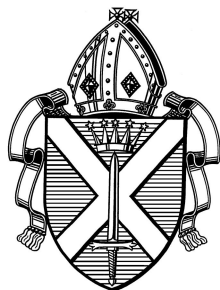
Please fill in as much of Section X as you are able to.

Once you have completed and signed the form you need to arrange to take the form and identity documents to the Rector or Team Vicar. The Rector / Team Vicar does not need to retain the documents. Once they have been seen they will be handed straight back to you.

Documents should normally include at least one item of photographic evidence such as a current passport or new-style UK driving licence, and at least one item of address-related evidence such as a utility bill or a bank, credit card or mortgage statement that contains your name and address. If you have changed your name by deed poll, marriage, adoption or statutory declaration, the appropriate evidence should be provided. You will also need to provide your birth certificate.

The Parish then sends the completed form to one of the Diocese's registered counter-signatories. Once counter-signed the form is sent by the counter-signatory to the CRB who will issue the resulting disclosure. One copy goes direct to you and a second to the counter-signatory. To ensure compliance with the Data Protection Act the counter-signatory is only able to indicate to the Parish that a Disclosure has been received. You are therefore required to show your Disclosure to the Rector, Team Vicar or District Child Protection Officer.

Please contact the Parish Administrator, Mrs Jackie Roberts, on 01582 477401 (E-mail: admin@dunstableparish.org.uk) should you have any queries.



Diocese of St Albans

CONFIDENTIAL DECLARATION

For beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children, young people under eighteen years of age and/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 diocesan/bishop's child protection officer. 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 of paper if necessary, giving the number of the question you are answering.

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

Please tick YES NO

1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please tick YES NO

1c Are you at present under investigation?

Please tick YES NO

1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child, young person under the age of eighteen years, or vulnerable adult, or has any such court made an 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?

Please tick YES NO

2a Has your conduct ever caused or been likely to cause significant harm to a child, young person under the age of eighteen, or vulnerable adult, or put a child, young person or vulnerable adult at risk of significant harm?

Please tick YES NO

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Please tick 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.

3. 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 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?

Please tick YES NO

4. Have you any health problem(s) which might affect your work with children, young people under the age of eighteen, or vulnerable adults?

Please tick YES NO

5. Have you, since the age of eighteen, ever been known by any name other than that given below?

Please tick YES NO

6. Have you, during the past five years, had any home address other than that given below?

Please tick YES NO

* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

Declaration

I declare that the above information is accurate and complete to the best of my knowledge.

Signed

Date

Date of Birth

Full Name

Address
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Please return completed form to:
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Notes for the Confidential Declaration form

Questions 1a and 1b: Declare all convictions, cautions, warnings or reprimands. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared.

Any technical motoring offences dealt with by fine do not need to be declared.

Questions 1c: Declare if you are at present under investigation by the police, social services or an employer.

Question 1d: You must declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.

Question 2a: Make any statement you wish regarding any incident you wish to declare.

Question 2b: Declare any allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3: All these matters will be checked with the relevant authorities.

Question 4: Please declare in confidence any health problems that may affect your ability to work with children or vulnerable adults. This question is primarily intended to help you if you subsequently need to withdraw from work with children or vulnerable adults, for example because of a recurring health problem.

Some of the information requested on the form will be checked with the Criminal Records Bureau (CRB). All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.