

Covering letter to be sent to an applicant to work with children

**Confidential**

*[Church Address]*

*[Date]*

Dear *[applicant]*

**The protection of children, young people and vulnerable adults**

Thank you for your interest in working with children in church activities. As you know, the Church is committed to the protection of children and hence to the recruitment, selection and appointment of suitable adults to work with them. If you are appointed to the work, your appointment will be subject to a satisfactory Enhanced Disclosure from the Criminal Records Bureau (CRB). The Vicar and the Named Person for Balance have details of how to apply for a Disclosure and what happens next.

We enclose the following forms:

1. An application form, with a request for details of two referees. Please fill this in and return it to the Vicar or whoever is responsible for recruiting people for this work
2. A self-declaration form asking for details of any cautions or convictions on your record which might indicate unsuitability to work with children

The legal position is that children's work is exempt from the Rehabilitation of Offenders Act 1974, and all convictions, however old, which relate to children and young people must be declared. Information about other criminal convictions should also be declared as these may be relevant to your suitability for this work.

If you do not complete the self-declaration form, or do not disclose a conviction or any other relevant information, this may lead to your not receiving the appointment you are seeking or to its being terminated or withdrawn.

Do not send the declaration form in, but bring it to your interview or meeting with the person responsible for the appointment. If you are selected for the post, the interviewer will ask to see your self-declaration form. If there are any matters of concern, the Vicar will talk with you confidentially and may consult the Diocesan Child Protection Adviser (DCPA).

The self-declaration form will be kept in a secure place and no information will be disclosed except where there is a legal duty to do so or to ensure the protection of children.

If you have any questions about the self-declaration form or the Disclosure from the CRB, please ask the person named on the form, your Balance Named Person or the Diocesan Child Protection Adviser (DCPA).

Yours sincerely

*[Incumbent/Priest in charge/Interviewer delegated by PCC]*

# APPLICATION FOR WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

**Church** .....

We ask all prospective helpers in children’s and young people’s work to complete this form and the Self-Declaration (Form 2). The information is kept confidential by the PCC or by those delegated by the PCC, unless requested by an appropriate authority.

**Your Details** (PLEASE PRINT)

Name:..... Date of Birth:.....

Address: .....

.....

..... Post Code: .....

Tel: (Day) ..... (Evening) .....

How long have you lived at this address? .....

If less than 12 months, please give your previous address and the name of the church you attended:

Address: .....

.....

..... Post Code: .....

Church: .....

Have you ever been known by another name? Yes/No

If ‘Yes’, by what other name(s) have you been known, and when?

Name: ..... Date: .....

**Your Experience**

Please give details of any special interests and skills you have, and any previous experience of working with children, young people or vulnerable adults. Where appropriate, give the name(s) and date(s) of churches or groups (*continue on another sheet, if necessary*):

..... *continued overleaf*

.....

.....  
 .....

**Your Qualifications or Training**

Please give details of any relevant qualification or appropriate training:

.....  
 .....

Are you prepared to undertake some (more) training? Yes/No

Do you suffer, or have you suffered, any illness which may directly affect you work with children or young people? Yes/No

**References**

Please give the following details of two people who have known you for at least two years and who would be able to provide a personal reference if contacted.

**NB The referees should not be related to you or be your direct supervisor or leader if you are appointed.**

Reference One		Reference Two	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Post Code</b>		<b>Post Code</b>	
<b>Daytime Tel No</b>		<b>Daytime Tel No</b>	
<b>Evening Tel No</b>		<b>Evening Tel No</b>	
<b>Occupation (if any)</b>		<b>Occupation (if any)</b>	

**Signed:** ..... **Date:** .....

*Please return the completed form to: ..... [interviewer]*

## **PROTECTION OF CHILDREN AND YOUNG PEOPLE CONFIDENTIAL DECLARATION**

Taken from the House of Bishops' Policy © 1999

1. The office, post or position for which you have applied or currently hold, or the work for which you have volunteered or are currently doing, gives opportunities for unsupervised contact with children. In accordance with the House of Bishops' Policy Document on Child Protection, you are therefore required to complete the enclosed declaration and return it to the person designated at the end of the form. If selected for the work, your appointment will be subject to a satisfactory Disclosure from the Criminal Records Bureau (see Appendix C).
2. Under the provisions relating to work with children and young people in the Rehabilitation of Offenders (Exceptions) Order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to any offence which is within Schedule 1 to the Children and Young Persons Act 1933 or to the Schedule to the Disqualification for Caring for Children Regulations 1991 and certain other serious sexual offences. Details of which offences are covered appear in Appendix I of Balance. A copy of the Policy Statement will be supplied to you on request by the person designated at the end of the form.
3. If you do not complete the form, or you do not disclose a conviction or any other relevant information, this may lead to your not receiving the appointment, licence, permission or approval you are seeking, or its being terminated or withdrawn.
4. The information will be treated as strictly confidential. It will be seen only by the person designated at the end of the form, those acting on their behalf and, if that person is not the Diocesan Bishop, by the Bishop and those acting on his behalf, and no information in it will be disclosed except where there is a legal duty to do so or where the person designated at the end of the form (or the Diocesan Bishop if he is not the person designated) is advised by the Diocesan Child Protection Adviser that disclosure ought to take place in order to ensure the protection of children.
5. If you have any questions regarding the declaration, then please ask the person designated on the form or the Diocesan Child Protection Adviser.
6. You are now asked to complete the declaration and return it to the person designated at the end of the form who will inform you of the next stage of the process – to obtain an application form for a CRB Disclosure or, in the event of some concerns about your declaration, to have a further discussion.

## **Who needs to complete a Confidential Declaration form and provide a Disclosure from the Criminal Records Bureau (CRB)?**

- All clergy who have the freehold, hold the Bishop's Licence or permission to officiate
- All accredited Lay workers and Readers who hold the Bishop's Licence
- Any other leader in the Church who, because of their position, is likely to come into regular contact with children
- Any person employed by the Diocese, Cathedral or a Parish who works with children or who may come into regular contact with children during their work
- Any worker who works with children or who may come into regular contact with children during their activities. This will include members of mixed age activities, such as bell-ringing, members of choirs, servers

People in positions of leadership or those who have access to Church premises but who are not deemed to have regular contact with children should be asked to supply a Basic Disclosure from the CRB. This Disclosure will show all offences against children.

With regard to Church Wardens, the legal position is that a Church Warden found to have offences within Schedule I of the Children and Young Persons Act 1933 will be disqualified from office. They are in a position of trust on behalf of the Parish, not only of the church, and as such may be expected to have regular contact with children during the course of their duties.

**NB** There is no firm legal definition of what is meant by "a position of trust". It is a legal offence to ask for Disclosures unless the position offers opportunities for regular contact with children.

Good practice means that we have to know that the person appointed to a position of trust is in a satisfactory legal standing. The expectation is that the person conforms to best practice in our efforts to promote the welfare of children.

## CONFIDENTIAL DECLARATION FOR PEOPLE SEEKING TO WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Church .....

This form is **STRICTLY CONFIDENTIAL** except under compulsion of law, and will be seen only by the Incumbent or Priest in Charge, Wardens or where appropriate, the Bishop’s Adviser for Child Protection and those appointed by the PCC to appoint workers.

**Post applied for:**

.....

*Please tick ‘Yes’ or ‘No’ to each question below.*

*If you answer ‘Yes’ to any question, give full details, including dates where appropriate, on a separate sheet.*

		Yes	No
1a	Have you ever been convicted of a criminal offence (including any ‘spent’ convictions under the Rehabilitation of Offenders Act 1974)?*		
1b	Have you ever been cautioned by the Police or bound over to keep the peace?		
1c	Have you ever been found by a court exercising civil jurisdiction (including Matrimonial and Family) to have caused significant harm to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?		
2	Has your conduct ever caused or been likely to cause significant harm** to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm from you or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things? <i>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.</i>		
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?		

*continued overleaf*

		Yes	No
4	Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?		
5	Have you, since the age of eighteen, ever been known by any name other than that given below?		
6	Have you, during the past five years, had any other home address than that given below?		

\* 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, and on the attached sheets<sup>#</sup> is accurate and complete to the best of my knowledge.

Signed: .....Date: .....

*(Please Print)*

Full Name: .....

Address: .....

.....

.....

..... Post Code: .....

Tel: (Day)..... (Evening).....

*#delete if not applicable*

Please bring the completed form to your interview..

**Before an appointment can be confirmed, applicants must provide a satisfactory Disclosure from the Criminal Records Bureau. Your Incumbent and the Named Person for Balance have details of how to apply for a Disclosure.**

## Helper’s Application Form

### Letter to be sent to a referee

[Church/Parish name, Address & Tel no.]

[Date]

Dear [Referee]

#### Reference: Private & Confidential

[name of applicant] has offered to help with our children’s/young people’s work.  
[applicant] will be working mainly with [ages], as [brief description of the work].

I am sure you realise that we have to be very careful about those we place in positions of trust. In commenting on [applicant], please bear in mind that it is the church’s duty to protect children from harm of a physical, emotional or sexual nature and that all workers are required to sign an undertaking to this end.

I would be very grateful if you would answer the following questions and sign the declaration.

1. In what capacity do you know the applicant?

.....  
.....

2. How long have you known the applicant?.....years/months.

I certify that I personally know the above-named person well enough to say that, to the best of my knowledge and belief, there is no reason whatsoever to doubt his/her suitability to serve as a volunteer or worker in children’s or youth work at the church.

If you have any reservations at all, or wish to recommend any particular restrictions, or if you have any observations to make about the applicant’s suitability, please record them overleaf. Your comments will not be communicated to the applicant.

Signed: ..... Date: .....

Name (block capitals, please): .....

Occupation: .....

Thank you for your help. Please return this letter as soon as possible in the stamped, addressed envelope provided.

Yours sincerely

[Incumbent/Priest in charge/Leader]