



Roman Catholic Diocese of East Anglia

Registered Charity No. 278742

Introduction to Safeguarding Forms

Applications for voluntary roles in the Diocese are handled according to the policies and procedures developed by the Church in England and Wales. They are consistent with the relevant legislation and regulations set by the Criminal Records Bureau (CRB). They can be seen on the Catholic Safeguarding Advisory Service (CSAS) site at www.csasprocedures.uk.net These include policies on the Recruitment of Ex-Offenders and on Secure Storage and Retention (of safeguarding documents) in paragraphs 14 and 15 of Section 4.2, which are also available from your Parish Safeguarding Representative (“Parish Rep”), or from me.

Volunteer Application Form: This is the first form you receive to capture your contact details, skills, experience and names of those who can vouch for your suitability to undertake the role. This form is held confidentially in your parish, who will take up references from who you nominate.

Safeguarding Self Declaration (Confidential): This form is a requirement of the Rehabilitation of Offenders Act 1974, as all applicants must be provided with the opportunity to voluntarily disclose any conviction or relevant information applicable to working with vulnerable groups. The completed form should be placed in a sealed envelope, which is only opened by the authorised Countersignatory (usually me), who will only use it to assess whether there are any risks to children or vulnerable adults arising from your appointment (which is rare). The form is then locked away in the Diocesan archive for 75 years (assumed to be the longest time before a historical allegation may be made). They will only be revealed in strict confidence to restricted authorised persons in the unlikely event of dealing with allegations or unacceptable risks. Due to the confidential nature of the form there is inevitably some duplication of information on other forms to confirm your identity. Ask your Parish Rep, or me, if you have any queries about the form: any such questions will also be treated in confidence.

Confirmation of Identity – “ID Form”: Page 1 of this form is completed by you as part of the CRB requirements to confirm your identity. Page 2 tells you what documents are acceptable for identification purposes. When you present your original documents to the Parish Rep, they will confirm what original documents you have provided to satisfy the CRB specification. They will need to send photocopies of the documents to the Countersignatory (unless he is present to see them), so that he can confidently sign the statutory declaration on the CRB application about original documents having been seen. As in the Storage and Retention Policy, the photocopies are kept securely until they are destroyed when a CRB Disclosure Certificate is received.

CRB/ISA Registration Application Form: This form is the document required by the CRB in order to produce a CRB Disclosure Certificate. Again there is some duplication of information, as this is the only information available to the CRB for processing your application. Copies of this form must not be made by you, us, or anyone else. It starts with instructions on how to complete it and your Parish Rep can provide further help.

CRB Disclosure Certificate: The CRB will send a Disclosure Certificate to the applicant for you to keep and one copy to the Countersignatory. Like the Confidential Self-Declaration above, he cannot reveal it to anyone else, and must destroy it within six months.

David Kerr, Safeguarding Administrator, Diocese of East Anglia
01480 300640 safeguarding.administrator@east-angliadiocese.org.uk

Updated 8/3/12