

Confidential Safeguarding Self Declaration Form **DBS 4 Guidance Notes**

This form must be completed by you, the applicant and can be returned in a sealed envelope. If you choose to return your form in a sealed envelope the form and its contents will NOT be viewed or made known to your local Safeguarding Representative.

Once you have completed, signed, and dated the attached form please retain these notes for your future reference and information.

The Catholic Safeguarding Standards Agency (CSSA) is the Registered Umbrella Body of the Disclosure & Barring Service (DBS) for the Catholic Church of England & Wales. The DBS 4 forms part of the National Safer Recruitment policy.

- **Why does the Catholic Church ask for this form to be completed?**

In addition to checking an applicant's previous employment and relevant experience as part of the recruitment process, the Catholic Church uses the Disclosure and Barring Service (DBS) to apply for disclosures to ensure that those working with vulnerable groups within their parish activities and religious orders have been safely recruited.

- **Who will have access to the completed Form and its contents?**

Place the completed form in a SEALED envelope and pass to your Safeguarding Representative or nominated recruiting person. Alternatively, you can send it directly to the relevant safeguarding office; your representative can provide you with the details.

For roles in care homes, the DBS 4 will be provided to the appointing manager before the Disclosure application and before ID verification forms and DBS 4 are submitted to CSSA as part of the countersigning process.

The completed form and its contents will only be reviewed by those with the entitlement to do so to assess relevancy of the contents e.g. your Safeguarding Office or your employer.

- **What happens if something is declared?**

Any information you supply on the form will not necessarily bar you from undertaking the role for which you are applying or currently working in. Should further information be required in light of your disclosure of information, your prior consent will be sought BEFORE further information or enquiries are made.

The relevant safeguarding contact or employer will contact you to discuss any information you disclose and obtain any further details required to help assess the relevancy of the information to the role for which you are applying.

- **How will decisions be made in light of information disclosed?**

Decisions to proceed with the DBS Disclosure application, or later the appointment, will be made based on full examination of the information disclosed. Further discussion with you may follow regarding the details and circumstances information disclosed. It may also involve referral to relevant parties (with your prior consent). You will be kept informed of the decision process and outcome.

- **Who will be involved in the decision-making process?**

Your relevant safeguarding contact or employer will make the decision in consultation, if necessary, with the appropriate Safeguarding Subcommittees or Appointing Care Home Manager.

- **Where will the DBS 4 form be held, by whom and for how long?**

This form will be retained by the authorised counter-signatory or employer in accordance with the Safe Storage and Retention Policy requirements of the Organisation or until a new Disclosure is required at which time a new Safeguarding Self Declaration is necessary:

- a. within lockable, non-portable cabinets (with restricted access to keys by authorised and relevant personnel only), or
- b. stored electronically on password protected, secure, safeguarding specific drives accessible only by authorised safeguarding personnel.

All authorised personnel involved in the DBS process have completed and signed a Confidentiality Agreement.

PLEASE RETAIN THESE NOTES FOR YOUR INFORMATION & REFERENCE