**Application for Permission to Officiate**

**Diocese of Newcastle**

*Please complete and return to the Bishop of Newcastle*

*29 Moor Road South, Newcastle upon Tyne, NE3 1PA*

*Or scan and e-mail to r.stradling@newcastle.anglican.org*

**Contact Details**

Name

Address

Contact Phone Number

Email Date of birth

Are you retired? Are you in receipt of a Church of England Pension?

**Existing and previous ministry**

Are you currently beneficed, licensed or employed under contract in another diocese?

If so, please give details of diocese and post:

Do you currently hold PTO in another diocese or dioceses?

If so, please give details:

Please give details of any PTO granted in other dioceses which is not current:

Please give details of any application for PTO that has been refused, along with the reasons why:

**Safeguarding Information**

Date of last DBS check:

Safeguarding Training undertaken:

Please complete the confidential declaration on page 4

**Ministry to be offered**

What, if any, regular ministry do you envisage offering under the Bishop’s PTO?

What areas of ministry would you like to offer on an occasional basis?

Are there areas of ministry you would like to develop?

**Declarations**

I acknowledge that, in accordance with Canon C1, I owe canonical obedience to the Bishop of Newcastle and their successors in all things lawful and honest.

I understand that it is my responsibility to inform the Bishop’s office of any changes in my personal details.

I understand that I must not officiate without the permission of the relevant incumbent or priest in charge.

I understand that PTO is granted at the discretion of the Bishop and may be withdrawn at any time.

I understand that PTO will only be granted if I have not been barred from regulated activity with children or vulnerable adults and my DBS certificate has been deemed satisfactory having regard to relevant House of Bishops’ guidance.

I acknowledge that I am legally required to have due regard to the House of Bishops’ guidance in relation to the safeguarding of children and vulnerable adults and I will accordingly undertake such safeguarding training as the Bishop requires.

I understand that the Bishop’s letter of authorisation if granted will specify the length of time for which I may exercise PTO and any relevant geographical restrictions, after which I must apply for renewal.

If my PTO has lapsed for any reason I agree that I will not undertake any forms of ministry until all matters have been resolved.

**Fees and occasional offices:**

I understand that all expenses of formal ministry by clergy with PTO, including pastoral visits for weddings, funerals and other reasons, should be claimed from the relevant PCC or equivalent. Expenses should be the actual cost of mileage at the current rates of approved mileage allowance payments set by the diocese.

I understand that a fee is paid to clergy with PTO for Sunday service cover in the absence of a priest due to illness, holiday or vacancy, should they wish to receive it, and that I would not normally expect to receive expenses or a fee for taking a service in my usual place of worship or a church within the same multi church benefice.

I understand that fees for funerals and weddings must be paid in full to the relevant DBF and PCC, and that it is not lawful for me to retain any fee that is payable to the DBF and the PCC without the agreement of the DBF and PCC.

If I am retired [and in receipt of a Church of England pension], the DBF may agree that I may receive a proportion of the fee, currently 80%.

I understand that, as a clerk in holy orders, I may only use the forms of service authorised by Canon and may not exercise public ministry on a freelance basis or take funerals (or accept fees for taking funerals) in a private or unofficial capacity.

I understand that it is my responsibility to declare any income from fees to HMRC.

**Personal Data Declaration**

I have read and understand the privacy notice providing information about how my PTO application will be managed and my rights with respect to the information I provide.

Signed:

Date:

**Declaration by Incumbent/Priest in Charge/Area Dean**

Having discussed this application with ................................................. I commend this application

Signed ....................................................... Print name………………………………………………..

Date...........................................................

Incumbent /Priest-in-Charge/Area Dean

# Church of England Confidential Declaration Form

*The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.*

*If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.*

*Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).*

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules[[1]](#footnote-1)? (Include both ‘spent[[2]](#footnote-2)’ and ‘unspent’ convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules[[3]](#footnote-3)? YES / NO

*Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).*

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare* ***all*** *convictions and / or cautions etc., even if they are ‘spent’ provided they have not been filtered by the DBS filtering rules.*

***If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare ‘unspent’ and ‘unfiltered’ convictions / cautions etc.***

*Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.*

*If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.*

1. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct?   
   YES / NO
2. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO
3. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you[[4]](#footnote-4)? YES / NO
4. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO

*Note: Make any statement you wish regarding any incident you wish to declare*

1. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO
2. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

*Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.*

1. 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 child protection planning, 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 any other legislation? YES / NO
2. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules[[5]](#footnote-5); or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable  
    If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include* ***all*** *clergy). [[6]](#footnote-6)*

*Note: All these matters shall be checked with the relevant authorities*

**Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.

Signed………………………………………………………. Date………………………………………..

Full Name…………………………………………………..Date of Birth………………………………..

Address…………………………………………………………………………………………

……………………………………………………………………………………………………..

*Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.*

*All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.*

*Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.*

**Appendix 1: Privacy Notice**

**Clergy Personal Files**

**Using your personal information**

This notice explains how the information about you which I hold in your personal file is used, managed and your rights with respect to that data.

**Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in my possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR and the Data Protection Act 2018, (the “DPA 2018”)

**Who am I?**

As Bishop of Newcastle, I am the data controller (contact details below). This means I decide how your personal data is processed and for what purposes.

**How do I process your personal data?**

I comply with my obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

**I use your personal data for the following purposes: -**

To exercise my legal and pastoral responsibilities as your diocesan bishop. In addition to my general oversight of your ministry, I am responsible for assessing your qualifications and suitability for any particular office or ministry within the diocese, and for making appropriate arrangements for your ministerial development (including ministerial development review).

**What is the legal basis for processing your personal data?**

Processing of the personal data in relation to clergy personal files is necessary for the purposes of legitimate interests in accordance with my responsibilities under the Canons, including my general responsibilities as chief pastor of the diocese and in order to be able to develop, support, administer, regulate and manage clergy through their ministry and in so far as any personal data relates to “special categories of personal data” or criminal conviction or offence data the processing is a legitimate activity in order to manage and administer internal functions in relation to membership and/or those with whom I have regular contact. It is not shared externally outside the institutional bodies that comprise the Church of England without your consent. The exception to this is the provision of Episcopal References and Clergy Current Status Letters (“CCSL”).

Episcopal References and CCSLs are processed on the basis that it is a legitimate interest as established by the Promoting a Safer Church House of Bishops Policy Statement (2017)[[7]](#footnote-7). However, in so far as the personal data contained within the Episcopal Reference and CCSL relates to “special categories of personal data” and criminal conviction and offence data, this will be processed on the basis that it is necessary for reasons of substantial public interest on the basis of UK law. The Episcopal Reference and CCSL will be disclosed both for posts within the Church of England and externally, where you have applied for a ministerial post in another diocese or a church outside the Church of England and is done so in order to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or safeguarding purposes as established by the Safer Recruitment: Practice Guidance (2016)[[8]](#footnote-8).

**Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only when necessary with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. If I wish to share your personal data outside the Church of England, then I will always seek your consent first.

**How long do I keep your personal data?**

I keep your personal data for no longer than reasonably necessary for the periods and purposes as set out in the attached retention table [at the following link: <https://www.churchofengland.org/sites/default/files/2018-02/Personal%20Files%20Relating%20to%20Clergy%202017%20revision.pdf>]

**Your rights and your personal data**

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the Bishop holds about you;
* The right to request that the Bishop corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for the Bishop to retain such data;
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data, (where applicable) The right to lodge a complaint with the Information Commissioners Office.

**Further processing**

If I wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then I will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, I will seek your prior consent to the new processing.

**Contact Details**

To exercise all relevant rights, queries or complaints please contact my PA Canon Lesley Towers by e mail: [l.towers@newcastle.anglican.org](mailto:l.towers@newcastle.anglican.org) or by post to Bishop’s House.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

**Version 1 - July, 2018**

1. You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered**. Further guidance is provided by the DBS and can be found at [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) and [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance) [↑](#footnote-ref-1)
2. Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/> [↑](#footnote-ref-2)
3. You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered** [↑](#footnote-ref-3)
4. ‘Significant harm’ involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse [↑](#footnote-ref-4)
5. See footnotes 1 and 3 above [↑](#footnote-ref-5)
6. https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance [↑](#footnote-ref-6)
7. <https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf> [↑](#footnote-ref-7)
8. <https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf> [↑](#footnote-ref-8)