

ANNEX 1 and 2 : Safe partnerships arrangements

PRO FORMA FOR EXTERNAL ORGANISATIONS RE WRITTEN ASSURANCES

External Agencies are asked to complete the following information to the best of their knowledge
(Matters not required by the Diocesan Due Diligence Test in a particular situation should be struck out)

01

Safeguarding Information required

| | | |
|---|------------|-----------|
| Do you have a written policy or procedure for the safeguarding of children (aged 17 and under) and vulnerable adults. If you have answered 'yes', does it include that people involved with activities with children or vulnerable adults are: | Yes | No |
| 1. Appointment by a process that ensures they are properly selected with references and appropriate interviews? | Yes | No |
| 2. Subject to a safeguard checking process to ensure that they are appropriate people for the work? | Yes | No |
| 3. Required to undergo safeguarding training? | Yes | No |
| 4. Understand the need to report any concerns they may have (and that there is a process in place to properly investigate such concerns) | Yes | No |
| Are you currently being, or have you in the past been, investigated for, or subject to any legal actions, regarding safeguarding issues. <i>If you have answered 'yes' pleas provide brief details including the outcome separately</i> | Yes | No |
| Are you currently, or have you in the past been, If you have answered 'yes' pleas provide brief details including the outcome separately | Yes | No |

Please note – you may be asked to provide documentary evidence to support your answers.

02

Human rights Information required

| | | |
|--|------------|-----------|
| Do you comply with the requirements of Universal Declaration of Human Rights also known as the 'International Bill of Human Rights') including respecting all forms of human diversity? | Yes | No |
| If you have answered 'yes' to the above question, do you have a written policy or procedure to support this? | Yes | No |
| Are you currently being, or have you in the past been, investigated for, or subject to any legal actions, regarding human rights/diversity issues. <i>If you have answered 'yes' pleas provide brief details including the outcome separately</i> | Yes | No |

Please note – you may be asked to provide documentary evidence to support your answers.

03

Financial probity Information required

The external agency is asked to confirm that the information given is accurate to the best of their knowledge

Name of Agency

Name of person making the declaration

Position in the Agency

Signature

Print name

Date (DD/MM/YYYY)

04 - ANNEX 2 TO PART 1

Diocesan/ Chaplaincy Safe Selection Declaration Form

This form is being completed to evidence that consideration has been given to safeguarding (to ensure that the safety of all children and adults is paramount). Human rights/diversity and financial probity, in the consideration of all interactions (eg mission groups, charities being supported by Chaplaincies) with external agencies. It must be completed on receipt of the declaration by the external agency.

Selected Mission/ Project/ Charity

Chaplaincy (if applicable – otherwise on behalf of the diocese)

Name

Position

Signature

Print name

Date (DD/MM/YYYY)

By signing this form, it is agreed by the that:

- We are committed to ensuring our selected missions provide a safe and secure environment for its users.
- The required level of due diligence has been undertaken and understood.
- In this respect we are satisfied from the responses from the external agency that they will meet the appropriate standards in respect of safeguarding, human rights/diversity and financial probity
- We agree to follow the requirements of the Diocese in Europe Safeguarding Policy.

05

Where to send this form?

Please return your completed form directly to:

Email: europa.safeguarding@churchofengland.org

Post: The Safeguarding Administrator,
Diocese in Europe, 14 Tufton Street,
London, SW1P 3QZ, United Kingdom

For any queries regarding Confidential Declaration or Renewal forms to, please email the Diocesan Safeguarding Team at europa.safeguarding@churchofengland.org