



The Church of England
in Essex and East London

Diocese of Chelmsford

Who may assist with the Distribution of Holy Communion?

August 2025

In many parishes, named lay people assist with the distribution of Holy Communion, either at the communion rail, or in some cases by taking Holy Communion to people in their homes. In some parishes those authorised are called Eucharistic Ministers or Assistants.

The regulations under which this is permitted were changed in 2015 by General Synod and new ones are now in force. There are two main changes:

- in some circumstances, children may now assist in distributing Holy Communion
- authorisation can now be devolved to the parish or benefice, without the need for the Bishop's direct involvement.

This paper sets out the changes and what parishes and incumbents need to do if they wish to take advantage of the new regulations. It covers:

1. selecting persons to assist
2. the PCC's role
3. involving children
4. record-keeping
5. what a parish needs to do now
6. safeguarding, DBS, and Holy Communion
7. checklist for parishes and incumbents

At the end of the paper, four appendices are provided to offer usable examples of the paperwork that may be required.

INTRODUCTION

The previous Regulations under Canon B.12 required the incumbent and churchwardens to apply to the Area Bishop in writing, giving the names and particulars of the persons to whom the application relates. In practice, in this diocese, the Bishop required the incumbent to indicate that the PCC supported the names being brought forward. The Area Bishops' Offices maintained a record of the names authorised by the Bishop for every parish.

THE NEW REGULATIONS

The Administration of Communion Regulations 2015 are now in force. The full documentation is available by searching online for 'GSI992' and 'GS 992X'. In brief:

- a) The Bishop can now devolve his/her authority to an Archdeacon or the incumbent of a parish. (In this diocese, the latter applies);
- b) in a cathedral, the Dean is the authority and the Bishop is not involved;
- c) PCC consent to the names is explicitly required (in a Cathedral, Chapter consent);
- d) the named persons must be regular communicants;
- e) authorisation is to be given for assisting in the distribution of Holy Communion within the Eucharist in church ('for the purposes of public worship only') **or** in addition to distribute Holy Communion to the housebound ('generally');
- f) whoever gives the authorisations must keep them under review. The simplest way to do this is to require them to be reviewed and renewed every three years.

For a child to assist at a service:

- a) the child must either have been confirmed or have been admitted to Holy Communion under the 2006 regulations for Communion before Confirmation.
- b) in a church school setting i.e. at a school Eucharist, the Head's consent is required for a particular pupil to assist.

NOTES FOR PARISHES & INCUMBENTS

Please read these notes very carefully. A checklist for the administrative process required is included below at section 7.

I. Selecting persons to assist

This is a sensitive and special form of ministry. It is not intended that anyone can volunteer or be recruited just before the service starts. The congregation needs to be assured that those who distribute Holy Communion are in good standing and well-prepared for what they do. For that reason, there must be a list of agreed names for each parish or benefice. The incumbent will usually be the right person to put names forward, bearing in mind:

- they must be actual communicants themselves. The Regulations do not require them to be actual members of the Church of England or on the Electoral Roll.
- they need to be physically able to undertake the task.
- they need to be women and men in good standing and in whom the congregation and clergy have confidence.
- as with any pastoral role, an appropriate 'safer recruitment' process should be observed (see section 6 below).
- they will need to be trained by the incumbent in the practical and pastoral aspects of the role before commencing.

Authorisation is now delegated to the incumbent and PCC, and may be granted either: (1) 'generally', or (2) 'for the purpose of public worship only'.

For those people who will take Holy Communion to people in their homes (who are authorised 'generally'), personal safety and safeguarding should be considered. It is particularly important that Safer Recruitment is followed. The current advice is that this role is not eligible for a DBS check unless the person is giving other care and support while visiting for Home Communion, or is visiting weekly or more frequently (see section 6.3 below). If in any doubt, advice must be sought from the Diocesan Safeguarding Adviser.

Note: Readers and Licensed Lay Ministers do not need to go through this process as they may already assist by virtue of their licence and DBS clearance. Other volunteers may be eligible for a DBS check in relation to another role they hold within the church.

2. The PCC's role

The incumbent or priest-in-charge should prepare a list of the names, and the list should form part of the proposed PCC resolution, circulated with the agenda before a meeting.

The PCC should pass a resolution using these forms of words:

For those seeking to assist within public worship only:

This PCC, meeting on [date] resolved that [names], commended by [the incumbent] should be authorised to assist with the distribution of the Holy Communion within Public Worship in accordance with the Administration of Communion Regulations 2015 for a period of 3 years.

For those seeking to assist generally:

This PCC, meeting on [date] requests that [names], commended by [the incumbent] should be authorised to assist with the distribution of the Holy Communion in accordance with the Administration of Communion Regulations 2015 for a period of 3 years

Note: Incumbents and PCCs should be aware that assisting with Holy Communion under these regulations does **not** permit the people named to conduct a service of Holy Communion by Extension. This is governed by its own regulations, and such services may only be conducted by a Reader or Licensed Lay Minister.

Church wardens of parishes in vacancy should discuss the appropriate arrangements with their Archdeacon and may not put this motion to the PCC without the prior agreement of the Archdeacon.

It is recommended that after three years those authorised should seek renewal of this permission.

3. Involving children

Involving children (for these purposes young people under 16) in assisting with the distribution of Holy Communion will not be appropriate in every church, but in parishes with a strong children and young people's ministry, or with a church school, there may well be situations where the incumbent and PCC would wish to involve them in this way.

Children should be authorised only 'for public worship' and not 'generally' (for home communions), to minimise safeguarding risks.

3.1 In church,

- only children who are on the parish's list may assist.
- unconfirmed children admitted to Holy Communion under the relevant regulations may be put on the list;

- an appropriate safeguarding framework should be in place for training and supervision, including ensuring that the supervisor has been appropriately checked.

3.2 In a school setting, under these Regulations a pupil in a church school may, with the Head Teacher's permission and with the assent of the incumbent priest, assist in distributing Holy Communion at a school Eucharist held in the school or in church. A list of any children authorised to assist in a school setting must be kept by the Head Teacher and a copy sent to the incumbent.

4. Record-keeping

- A record should be kept in the parish office that indicates:
 - names of people being authorised (preferably with their address).
 - date on which PCC/Chapter resolution commending them was passed.
 - date on which authorisation expires.
 - evidence of the individual's consent to be authorised and have their names publicised as below (**Appendix I** can be used for this purpose)
- It would be good practice to publish the list of names in the church magazine, pew sheet or website when they are first authorised.
- To avoid any possible misunderstandings, a notice should be posted in the vestry giving the current list of those authorised to assist. (see **Appendix 4**).
- As part of keeping authorisations under review, the record-keeping should be open to inspection by the Area Dean, and Archdeacons will require it as part of their Visitation process.

5. What a parish needs to do now

In the Diocese of Chelmsford authorisation for assisting with the distribution of Holy Communion is now delegated to parishes and benefices. Therefore, each parish or benefice needs to proceed following the process detailed in this document. The administrative process is detailed in section **7** below.

6. Safeguarding, DBS and Holy Communion

The Diocese of Chelmsford requires that the following processes are followed when authorising Eucharistic Assistants. These processes are based on Church of England practice guidance on Safer Recruitment and People Management which can be downloaded from:

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

6.1 When authorising Eucharistic Assistants ‘for public worship only’

A Confidential Declaration (**Appendix 2**) is required for those seeking to be authorised to assist ‘for public worship only’, who are aged 16 and over. The provision of a non- church reference (**Appendix 3**) is best practice. Confidential Declarations and non- church references are not required for children aged under 16, as they must always be publicly supervised by a person (*a priest, deacon or licensed lay minister with the appropriate license or permission to officiate*) with an enhanced DBS disclosure.

6.2 When authorising Eucharistic Assistants ‘generally’

There are four steps required for the authorization of Eucharistic Assistants seeking to assist ‘generally’.

- (1) The parish must follow the guidance below to ascertain whether an Enhanced DBS is required for their role or if the person will have a Basic DBS check;
- (2) The proposed Assistant must complete and sign the appropriate Confidential Declaration form if they will be having either an Enhanced or Basic DBS check (**Appendix 2**);
- (3) The proposed Assistant should provide a non-church reference (**Appendix 3**); (4) Parishes must keep both these documents.

If the proposed Eucharistic Assistant already has a current and valid DBS certificate for a church-related role in the same Diocese no further check is required until their current DBS certificate expires, 3 years from the date of issue. A signed Confidential Declaration form is required every 3 years prior to a new DBS check being arranged.

6.3 Circumstances under which a DBS check is required

In relation to DBS checks for those seeking ‘general’ permission, in a statement to General Synod in November 2014, the Bishop of Durham set out the current position as follows.

“In short, an individual engaged in the act of giving communion will not be eligible for an Enhanced DBS check even if the ministrant is privately giving communion to someone who is housebound or in a care home. However, the PCC can decide that they will require a Basic DBS as there is no eligibility criteria to be met for this level of check.

That said, if, for example, the ministrant is visiting the housebound or care home frequently (once a week or more) or intensively (4 times or more in any 30-day period) and whilst he/she is giving communion he/she gives advice or guidance; he/she would be eligible for an Enhanced DBS check.

Alternatively, if, as part of the role, the ministrant helps with shopping or handling money he/she would be in regulated activity and therefore, eligible for an enhanced check (together with a check of the barred list).”

An individual may be eligible for a DBS check in relation to another role they hold in the church.

If you are in any doubt about a particular case, speak to the Safeguarding Team at the

7. Check list for parishes and incumbents

For authorising Eucharistic Assistants ‘for public worship only’:

- ☐ Application and data protection consent form (**Appendix 1**) completed, received and recorded.
- ☐ If applicant 16 or over, confidential declaration (**Appendix 2**) completed, received and recorded. A non-church reference (**Appendix 3**) may be provided and recorded as best practice.
- ☐ PCC passes relevant resolution – see **section 2** above.
- ☐ Parish office keeps record – see **section 4** above.

For authorising Eucharistic Assistants ‘generally’:

- ☐ Application and data protection consent form (**Appendix 1**) completed, received and recorded
- [Y/N] Is DBS required? See section **6.3**: Circumstances under which a DBS check is required’
- [Y/N]* **If required**, has DBS been received and recorded?
- ☐ Confidential declaration (**Appendix 2**) completed, received and recorded
- ☐ Non-church reference (**Appendix 3**) received and recorded
- ☐ PCC resolution passed – see **section 2** above
- ☐ Parish office keeps record – see **section 4** above

Rt Revd Dr Guli Francis-Dehqani,
Bishop of Chelmsford
August 2025

EUCCHARISTIC ASSISTANT APPLICATION AND DATA CONSENT FORM
PARISH/BENEFICE OF

Please return the completed form to:.....

I consent to be considered for the role of Eucharistic Assistant **for the purposes of public worship only/generally** [delete as appropriate; only adults may assist 'generally'] in the Parish/Benefice of

Should I be authorised as a Eucharistic Assistant, I consent to the storing and use of my data in the follow ways during the three-year period of any authorisation:

- Records of my name and address and the date on which authorisation expires will be kept in the parish office;
- These records will be open to inspection by the Area Dean, and the Archdeacons might require them as part of their Visitation process.
- My name may be publicised in relation to the role of Eucharistic Assistant in:
 - the church magazine, pew sheet or website when I am first authorised.
 - a list of those authorised which will be kept in the vestry or parish office.
- Incumbents and priests-in-charge will be asked to complete an annual return of those authorised in their parish church(es), and to send it back to the Area Bishop's Office.

Signed:.....

Name:.....

Counter-signature of parent/guardian (*required if applicant is between the ages of 12 & 18*)
.....

Name of parent/guardian (*required if applicant is between the ages of 12 & 18*)
.....

Date:.....

This form is current as of 23rd July 2025. Please ensure you have the latest version.

**FOR CHILDREN UNDER TWELVE, PLEASE USE THIS ALTERNATIVE FORM,
WHICH SHOULD BE COMPLETED BY A PARENT/GUARDIAN:**

**EUCCHARISTIC ASSISTANT APPLICATION AND DATA CONSENT FORM
PARISH/BENEFICE OF**

Please return the completed form to:.....

I consent for [*name of child*] to be considered for the role of
Eucharistic Assistant **for the purposes of public worship only**
in the Parish/Benefice of

Should she/he be authorised as a Eucharistic Assistant, I consent to the storing and use of
his/her data in the follow ways during the three-year period of any authorisation:

- Records of the assistant's name and address and the date on which their authorisation expires will be kept in the parish office.
- These records will be open to inspection by the Area Dean, and the Archdeacons might require them as part of their Visitation process.
- Her/his name may be publicised in relation to the role of Eucharistic Assistant in:
 - the church magazine, pew sheet or website when they are first authorised.
 - a list of those authorised which will be kept in the vestry or parish office.
- Incumbents and priests-in-charge will be asked to complete an annual return of those authorised in their parish church(es), and to send it back to the Area Bishop's Office.

Signature of Parent/Guardian:.....

Name of Parent/Guardian:.....

Date:.....

This form is current as of 23rd July 2025. Please ensure you have the latest version



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

[Prior to use, the Church Body should amend the highlighted fields and delete this note]

Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activityⁱ or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergyⁱⁱ, as well as all Church Officersⁱⁱⁱ who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974)) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent^{iv} convictions and adult cautions that are not protected^v (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock^{vi}, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place^{vii}. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/dbscop2018.pdf)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.



**Confidential Declaration Form
for roles meeting the criteria for an
enhanced Disclosure & Barring Service check**

Section A PERSONAL DETAILS This section must be completed by all applicants.

Title (Mr/Mrs/Miss/Ms/Other):	<div style="border: 1px solid black; height: 25px;"></div>
Surname:	<div style="border: 1px solid black; height: 25px;"></div>
Forename(s):	<div style="border: 1px solid black; height: 25px;"></div>
D.O.B.:	<div style="border: 1px solid black; height: 25px;"></div>
Home Address:	<div style="border: 1px solid black; height: 25px;"></div> <div style="border: 1px solid black; height: 25px;"></div> <div style="border: 1px solid black; height: 25px;"></div>
Telephone No.:	<div style="border: 1px solid black; height: 25px;"></div>
Role Applied for:	<div style="border: 1px solid black; height: 25px;"></div>
Role Location:	<div style="border: 1px solid black; height: 25px;"></div>

Section B Please fully complete all relevant sections.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please provide details: Yes ☐ No ☐



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? Yes ☐ No ☐
If yes, please provide details:

3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details: Yes ☐ No ☐

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details: Yes ☐ No ☐

5. Is your role deemed “home based”, as per the DBS definition¹?

Yes ☐ (proceed to Question 6.)

No ☐ (proceed to Question 8.)

6. 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 any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details²: Yes ☐ No ☐

7. 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 is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details: Yes ☐ No ☐

¹ [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

² Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:
- Yes ☐ No ☐

9. Does your role involve engaging in regulated activity with children³?

Yes ☐ (proceed to Question 10.)

No ☐ (proceed to Question 11.)

10. Are you or have you ever been barred from work with children?
- Yes ☐ No ☐

11. Does your role involve regulated activity with vulnerable adults⁴?

Yes ☐ (proceed to Question 12.)

No ☐ (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults?
- Yes ☐ No ☐

13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm⁵? If yes, please provide details:
- Yes ☐ No ☐

14. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order:
- Yes ☐ No ☐

³ [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/keeping-children-safe-in-education)

⁴ [New disclosure and barring services - GOV.UK \(www.gov.uk\)](https://www.gov.uk/new-disclosure-and-barring-services)

⁵ 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial 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.



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:

Yes

☐

No

☐

16. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:

Yes

☐

No

☐

Declaration

I declare the above information and that on any additional sheets (number attached: __) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed:

Date:

Consent statement (this statement should only be signed if the answer to Question 8. is Yes)

I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:

Date:

Please return the completed form in a separate, sealed envelope, marked private & confidential to: **[Church Body to complete]** or via secure email to: **[Church Body to complete]**

ⁱ [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/eligibility-guidance-for-enhanced-dbs-checks)



Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

ⁱⁱ Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate' (PTO), and those seeking ordination training or ordination.

ⁱⁱⁱ A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.

^{iv} Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have 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/>

^v The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- 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 did not result in a prison sentence or suspended prison sentence (or detention order) and (c) 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) and (c) in order to be filtered.**

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

^{vi} <https://www.nacro.org.uk/> <https://unlock.org.uk/>

^{vii} [DBS sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](#)

^{viii} [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](#)

^{ix} Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

^x [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

^{xi} [New disclosure and barring services - GOV.UK \(www.gov.uk\)](#)

^{xii} 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial 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.



Basic Confidential Declaration Form for Basic DBS Checks (for jobs covered by the Rehabilitation of Offenders Act⁶ (ROA))

You have been asked to complete this form because the role you have applied for is covered by the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- Unspent convictions and/or unspent conditional cautions only

For further information on how long it takes for convictions and conditional cautions to be spent, please refer to the Unlock Website: <https://unlock.org.uk/disclosure-calculator/>

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- Your age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from Nacro⁷ and Unlock⁸.

Form created with reference to resources provided by Nacro: www.nacro.org.uk

⁶ <https://www.legislation.gov.uk/ukpga/1974/53>

⁷ <https://www.nacro.org.uk/nacro-services/advice/>

⁸ <https://unlock.org.uk/>



Confidential Criminal Record Declaration Form

If you are unsure about how to answer the questions on this form, please contact [insert name of recruiter]

Surname:		First name:	
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Do you have any unspent convictions or conditional cautions?

No	
Yes	

If you have answered yes, you now have two options for disclosing your criminal record.

Option 1: You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.

I have attached details of my conviction separately_____ (please mark with an X if appropriate.)

Option 2: Please provide details in the space below.

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at [insert name of organisation]

Signed:		Date:	
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Please return this form to: *[insert name of recruiter]*

REQUEST FOR A REFERENCE FOR A EUCHARISTIC ASSISTANT
PARISH/BENEFICE OF

In accordance with the safeguarding policy of the Diocese of Chelmsford, volunteers for certain roles within the church's life are asked to provide a reference from someone outside the church community. Eucharistic Assistants assist in the distribution of Holy Communion within church or to the housebound.

We would be very grateful if you would complete this short form and return it to:

[insert details of Parish Safeguarding Officer].....

Referee's name and address:
Reference requested for:
How long have you known this person?
In what capacity do you know them?
Do you consider them honest and trustworthy?
Do you have any doubt of their suitability for this role?
Do you have any doubt of their suitability to work with vulnerable people?

Signature of referee.....

Date.....



The Church of England
in Essex and East London
Diocese of Chelmsford

Administration of Holy Communion

This is to certify that the following people, having the support of the PCC[s], have permission to administer the paten or chalice in the Benefice of XXX on occasions when, in the opinion of the incumbent, such service would fulfil a pastoral need.

Permission 'for public worship only':

Michael Mills	Jonathan Wark
Amanda Tarricco	Matilda Holland
Roberta Robson	Alfred Ramsey

'General' permission (including taking Holy Communion to people in their home):

Pauline Mariner	Terence Butcher
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The PCC resolution recommending these names was passed on: [Date]

Signed: _____

Priest-in-Charge [or other incumbent office]

Date: _____

NB This authority is given by the Bishop of Chelmsford under the Administration of Communion Regulations 2015 and runs for three years unless revoked or amended.

ⁱ [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/eligibility-guidance-for-enhanced-dbs-checks)
