

CONFIDENTIAL DECLARATION FORM (CDF)

Safer Recruitment & People Management Guidance Section 5

Frequently Asked Questions:

Q1: When should a CDF be completed?

A: BEFORE an ENHANCED or ENHANCED plus BARRED LIST check, for any position engaging in 'regulated activity or otherwise working/having substantial contact with children, young persons or vulnerable adults'.

NB: to clarify as the guidance is quite specific on when a CDF should be completed - the CofE CDF must always be completed if an enhanced DBS is being sought – under whatever circumstances. This is actually more about employment/data protection law than safeguarding in so much as it is about giving people a fair opportunity to disclose information and offer explanations before the DBS certificate is sought and/or viewed.

Q2: What Section of the Safer Recruitment and People's Management Guidance helps and explains the CDF process?

A: [Section 5](#)

Q3: Is it recommended that an updated CDF is completed prior to the 3 yearly DBS check?

A: YES

Q4: If an applicant does NOT want to complete a CDF, what should happen?

A: The application process MUST be terminated

Q5: At what point would a Church body ask a candidate to complete a CDF?

A: It is recommended that this is requested at an 'early stage' of the recruitment process.

Q6: What should you do if a candidate has declared something on their CDF?

A: The Church body should have a process in place to review and assess the information provided by the candidate. A representative of the Church body should then pass the (blemished) CDF to the DST asap for discussion and review, allowing the DST to arrange for further checks on the candidate. The church body should then continue to request the DBS check and discuss results with the DST.

Q7: Should a 'privacy notice' be provided to the candidate with a CDF?

A: YES – see link below

Q8: Who should be able to view a completed CDF?

A: Only those who need to see it as part of the recruitment & selection process. Church bodies MUST have an appropriate policy in place for this process as well as for appropriate retention in line with the Data Protection legislation.

Confidential Declaration Form – Blank:

<https://www.churchofengland.org/sites/default/files/2025-05/cofe-cdf-e-manual-may-2025.docx>

Confidential Declaration Form – Privacy Notice:

<https://www.churchofengland.org/sites/default/files/2025-05/cofe-pn-for-cdf-e-manual-may-2025.docx>