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| **Flourish Children’s and Families Worker Application Form**  **PERSONAL DETAILS** |

|  |  |
| --- | --- |
| **Title** (Mr/Mrs/Miss/Ms/Other): |  |
|  |  |
| **Surname:** |  |
|  |  |
| **Forename(s):** |  |
|  |  |
| **D.O.B.:** |  |
|  |  |
| **Home Address:** |  |
|  |  |
|  |  |
|  |  |
| **Telephone No.:** |  |
|  |  |
| **Role Applied for:** | **Flourish Worker** |
|  |  |
| **Role Location:** | **Tarporley CE Primary** |

**ID Check**

**Proof of ID seen on by signed**

**Flourish** **Children’s and Families Worker**

St Helen’s Church and Tarporley CE Primary School are delighted to be taking part in a brand new national Church of England project called Flourish, and are seeking to appoint a new children and family worker to support us in leading this exciting project here at Tarporley.

Flourish is an innovative pilot project which is taking place in around 40 schools across the country, seeking to start new, intergenerational worshipping communities within schools. Each Flourish project will be very different, and we are looking for a highly motivated, enthusiastic and committed leader, who will prayerfully and creatively develop & lead the project in Tarporley.

Although each Flourish project will be unique, there are five core values underpinning them all:

1. *Young people’s voices will instinctively be at the centre of all leadership decision-making and implementation*
2. *There will be a clearly articulated and shared purpose to grow a younger and more diverse community of Christian disciples*
3. *There will be a strategic leadership partnership between school/college and at least one church community*
4. *Each Flourish project will be an intergenerational faith development experience, involving children and their families of all ages*
5. *Flourish will lead worship that is fully integrated into the regular rhythms, practices, structures and resources of the school/college’s vision for the flourishing of children and adults*

So, we are seeking to appoint someone to work with the children in our school, involving them in the journey of creating a brand-new worshipping community for children and their families.

**Some information about us:**

Tarporley Church of England Primary School is a wonderful school based in the heart of the village of Tarporley and provides an education for currently around 280 children aged from 4 to 11 years, divided between 10 classes. Our school vision is for everyone to 'Let your light shine before others, that they may see your good works, and glorify your Father which is in heaven.'

For more information about our school please visit our website: https://www.tarporleyce.cheshire.sch.uk/

The school has a very well developed, mutually supportive, and close working relationship with St Helen’s, the Anglican church in the parish. School regularly visits church for termly services, and RE lessons. The church community is actively involved in the life of the school, with involvement in Collective Worship by the clergy, several church members offering time to supporting reading across the school, as well as congregation members serving enthusiastically as members of the Governing body. For more information about our churches, please visit our websites: <https://www.tarporleyparishchurch.org/> https://www.facebook.com/ParishofTarporley

**Job Description**

**Job Title:** Flourish Children’s and Families Worker

**Accountable to:** Tarporley Parish

**Reports to:** Flourish Governing Group

**Salary:** £12.65 per hour

**Hours of Work:** This is a part-time role (12 hours a week during term time), with a fixed-term contract (until 31st August 2026), with a proposed start date of January 2025.

Six weeks annual leave (to be taken during school holidays)

**Normal Place of Work: Tarporley CE Primary School, Tarporley**

**Principal duties:**

The main aim of the Flourish Children’s and Families Worker role is to develop a vision for how a new intergenerational worshipping community can be started within the life of Tarporley Primary school, and then to establish & lead a strategy to implement that vision.

This will include:

* Working with children in the school, giving them opportunities to help shape the direction of the new worshipping community as it is established
* Having the flexibility to work during the school day (for example within existing patterns of
* Collective Worship and Spirituality), and outside of school hours (establishing new
* intergenerational worship opportunities for children and their families)
* Considering national Flourish resources, and opportunities offered by organisations partnering with the national Flourish initiative
* Collaborating with the churches to explore opportunities for children and their families to
* continue as members of Flourish, or other local worshipping communities, when children move on to high schools
* Collating and submitting project evaluation data, working with the Diocesan and national Flourish teams to assess the impact of the pilot, and helping the wider church to learn lessons for future Flourish projects
* Such other duties as theFlourish Governing Groupmay from time to time require

**An Enhanced Disclosure from the Disclosure and Barring Service will be required for the post-holder.**

**Note – this Job Description does not form part of your Contract of Employment**

**Person Specification**

**About the successful candidate:**

To enable this exciting new project to succeed, we are seeking to appoint someone who:

• Has a strong and active Christian faith (there is a Genuine Occupational Requirement for the

postholder to be a committed Christian)

• Has experience of working with children, young people, or families

• Has experience of working in schools (desirable)

• Is a good team worker, with excellent communication and interpersonal skills

• Is a creative and strategic thinker

• Is committed to the best Safeguarding practices

• Has a commitment to continue developing their own skills

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name and address of employer | Job title and summary of duties | Reason for leaving |
| From | To |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Place of study | Qualifications attained |
| From | To |  |  |
|  |  |  |  |

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| --- |
| Membership of Professional Bodies (if applicable) |

|  |
| --- |
| Do you possess a car? YES/NO Do you possess a full driving licence? YES/NO |
| Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.  Please continue overleaf  Continued from previous page |

Health: Please specify any special access requirements you may have in order to attend interview.

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the General Data Protection Regulation.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

Please provide details of two referees:

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| --- | --- |
| **Referee 1** | |
| **Name:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Phone Number:** |  |
| **Email address:** |  |
| **Capacity in which they have known you:** |  |
| **Referee 2** | |
| **Name:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Phone Number:** |  |
| **Email address:** |  |
| **Capacity in which they have known you:** |  |

Notes

* Referees must be over 18 and not be family members or relatives
* 'Self-supplied’, ‘to whom it may concern’ and verbal references must not be accepted.
* At least one must be your current or most recent employer.
* At least one of the references must be from outside of the current Church body
* At least one of the references must comment on the applicant’s ability to work with the group with whom he/she will be volunteering.
* If the applicant is currently working/volunteering with children, young people or vulnerable adults, or has done within the past two years, then a reference must be sought from that organisation
* If the applicant has come to the Church body from another Church body within the past two years, a reference must be sought from that previous Church body.

**CONFIDENTIAL**

**Equal Opportunities Monitoring Sheet**

**Children’s and Families Worker**

The Flourish Project in Tarporley aims to be an equal opportunities employer and service provider, irrespective of race, gender, age, disability, sexuality, etc. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

1. Gender Male Female

2. Age Less than 35-49 50+





35

3. Disability Do you consider yourself to have a disability?

Yes No



4. Ethnic Origin What do you regard as your ethnic origin?

White Asian Indian



Black Caribbean Asian Pakistani

Black African Asian Bangladeshi

Mixed Heritage Asian Chinese

Other (please specify)

**Confidential Declaration Form and Privacy Notice Guidance**

This form must be completed by all applicants for roles engaging in regulated activity[[1]](#endnote-1) or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergy[[2]](#endnote-2), as well as all Church Officers[[3]](#endnote-3) 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[[4]](#endnote-4) convictions and adult cautions that are not protected[[5]](#endnote-5) (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[[6]](#endnote-6), 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[[7]](#endnote-7). 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/publications/dbs-code-of-practice)

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.

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| **Confidential Declarations - Please fully complete all relevant sections.** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please provide details: | | | | | | Yes | No |
|  |  | | | | | | | |
|  |  | | | | | |  | |
| 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)?  If yes, please provide details: | | | | | | Yes | No |
|  |  | | | | | | | |
|  |  | | | | | |  | |
| 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 definition[[8]](#endnote-8)? | | | | | | | |
|  | 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 details[[9]](#endnote-9): | | | | | | 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 |
|  |  | | | | | | | |
|  |  | | | | | |  | |
| 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 children[[10]](#endnote-10)? | | | | | | | |
|  | 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 adults[[11]](#endnote-11)? | | | | | | | |
|  | 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 harm[[12]](#endnote-12)? 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 |
|  |  | | | | | | | |
|  |  | | | | | |  | |
| 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 |
|  |  | | | | | | | |
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| **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: | | |  | | |
|  |  | | | | | |  | |

1. [Eligibility guidance for enhanced DBS checks - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-workforce-guidance) [↑](#endnote-ref-1)
2. 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. [↑](#endnote-ref-2)
3. 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. [↑](#endnote-ref-3)
4. 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/> [↑](#endnote-ref-4)
5. 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> [↑](#endnote-ref-5)
6. <https://www.nacro.org.uk/> <https://unlock.org.uk/> [↑](#endnote-ref-6)
7. [DBS sample policy on the recruitment of ex-offenders - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders) [↑](#endnote-ref-7)
8. [Home-based position definition and guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance) [↑](#endnote-ref-8)
9. 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. [↑](#endnote-ref-9)
10. [Regulated Activity with Children in England](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf)  [↑](#endnote-ref-10)
11. [Regulated Activity with Adults in England](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739152/Regulated_Activity_with_Adults_in_England.pdf) [↑](#endnote-ref-11)
12. ‘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. [↑](#endnote-ref-12)