

Information sheet

Disclosures for Seminarians and Religious in Formation:

Disclosures for Seminarians and Religious in Formation will be undertaken according to the national selection procedures for acceptance to being in priestly or religious formation.

The Vocations Director or equivalent in the Diocese or Religious Congregation of origin will:

- Initiate the Disclosure application;
- Verify identity before sending the Disclosure application to the counter-signatory for signature;
- Ensure that the Safeguarding Self Declaration form and Identity Verification forms have been completed and ensure details of the applicant are added onto the National Database.

The Vocations Director must check that the application form has been completed accurately to ensure the DBS process is not delayed due to omissions on the form.

CSAS recommends that applications for Disclosures are submitted at least 2 months prior to the departure of the applicant in an attempt to obtain the required clearance prior to the student arriving at the seminary or religious formation house.

It is not necessary for a Disclosure to be undertaken when a transfer of institution for a seminary student takes place as the documentation should travel with the student.

When the Disclosure process is completed, the counter-signatory will inform the Vocations Director or equivalent, which will in turn ensure that the appropriate Rector/Congregational Leader, or equivalent, is informed of the outcome.

The counter-signatory is responsible for ensuring that Vocational Directors and Rectors (and equivalents) are aware of and abide by the CSAS Safer Recruitment policies and DBS Codes of Practice.