

Parish of

Volunteer Application Form

CHILDREN AND YOUNG PEOPLE



TO BE COMPLETED BY THE APPLICANT

CONTACT DETAILS

FULL NAME: _____ DATE OF BIRTH: _____ M/F: _____

ADDRESS: _____

POSTCODE: _____

CONTACT No: _____ CONTACT E-MAIL: _____

PREVIOUS NAME (IF DIFFERENT TO ABOVE)? _____

EXPERIENCE

PLEASE HIGHLIGHT ANY EXPERIENCE OF WORKING WITH CHILDREN AND/OR YOUNG PEOPLE IN A PAID OR VOLUNTARY CAPACITY. GIVE OUTLINE DATES IF POSSIBLE.

LEADERSHIP ROLE

PLEASE OUTLINE THE GROUP(S) AND LEADERSHIP ROLE(S) YOU WOULD LIKE TO UNDERTAKE AS A LEADER

WHY DO YOU WANT TO UNDERTAKE THIS ROLE(S)?

OTHER INFORMATION

PLEASE OUTLINE ANY OTHER INFORMATION RELEVANT TO THIS ROLE (e.g. Medical conditions or allergies)

REFERENCES

Please provide the names and addresses of two people who we could contact for a reference (not relatives).

(1) FIRST REFEREE

(2) SECOND REFEREE

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

E-MAIL: _____

E-MAIL: _____

DECLARATIONS

The Church has a policy on the recruitment of ex-offenders which is available from a member of the parish panel on request.

Have you ever been convicted of a Criminal offence or been the subject of a caution or bound over order? | **YES** | **NO** |

If yes, please list below the nature and date(s) of the offence.

NATURE OF OFFENCE: _____ **DATE:** _____

I consent to Access NI Vetting being undertaken for the role for which I have applied. **YES** | **NO**

I confirm that nothing in my personal or professional background deems me unsuitable for a post, which involves working with children **YES** | **NO**

I acknowledge that I have read sections 4-7 of Safeguarding Trust *Policy* and declare I will uphold this policy in the role(s) I have applied for. (An up-to-date copy of the policy can be found on <https://www.ireland.anglican.org/about/safeguarding/>) **YES** | **NO**

I shall uphold the requirements of the role and exercise a duty to care for any children in my charge. **YES** | **NO**

General Data Protection Regulation (GDPR):

We are committed to protecting your personal information. By completing and signing this form you are confirming that you are consenting to the parish holding and processing your personal data, including training for the purpose of contacting you by post, phone or electronically with regard to church activities. If you have any questions about how we process your personal data contact a member of the Select Vestry.

NAME (print): _____

TRAINING DECLARATION

If you have not undertaken any Safeguarding Trust training please leave this section blank.

I have attended training which has introduced me to the Church of Ireland Safeguarding Trust and the recommended procedures to be followed when working with children have been explained to me.

DATE OF TRAINING: _____

VENUE: _____

SIGNATURE: _____

NEXT STEPS

*Please return this form to a member of the Parish Panel, they will contact you to arrange an informal interview. With this application form you should have received a **Pin Notification and ID Validation Form**. Please complete the instructions on this in regard to Access NI vetting and bring the form (and supporting document originals) to the interview.*

Please note that a leadership role can only be undertaken once the Parish Panel have formally approved it.

Parish of

Volunteer Application Form



*****TO BE COMPLETED BY THE PARISH PANEL *****

NOTES:

Interviews for Access: NI checks do not need to be 're-done' if a volunteer has been vetted before for the parish and continued to work in parish activities. However, should you wish to do checks again for long-serving volunteers this is at your discretion and should take place in the context of a new interview.

If a break of 6 months or more occurs in any volunteer's service then a new interview and vetting process should be undertaken.

PANEL INTERVIEW: (Or refresher interview if the volunteer has been in the role previously)

PANEL MEMBER (1) _____

PANEL MEMBER (2) _____

PANEL MEMBER (3) _____

DATE OF INTERVIEW: _____

RECOMMENDATION (circle): APPROVED / NOT APPROVED / DEFERRED

NOTES:

APPLICATION AND VALIDATION FORMS:

DATE APPLICATION FORMS RECEIVED: _____

FORMS COMPLETE? YES / NO

REFERENCES:

REFERENCE (1) RECEIVED: YES / NO

REFERENCE (2) RECEIVED

YES / NO

REFERENCE (1) FOLLOWED UP: YES / NO

REFERENCE (2) FOLLOWED UP:

YES / NO

TRAINING:

(Safeguarding Trust training must be completed within 12 months of appointment)

TRAINING DATE: _____

VENUE: _____



SAFEGUARDING
CHURCH OF IRELAND



ACCESSNI APPLICATION PACK

CONFIDENTIAL DECLARATION FORM

The Church of Ireland is very aware of the sensitive and confidential nature of the information contained in this document and we wish to assure you that it will be treated in the utmost confidence and handled securely according to the Data Protection Act 2018.

You have applied for a role, which is a Regulated Activity, as defined by the Safeguarding Vulnerable Groups (N.I.) Order 2007 and also falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979, therefore **ALL** convictions including **SPENT** convictions **MUST** be disclosed. Having a criminal record will not necessarily bar you from working or volunteering within the Church of Ireland. This will depend on the nature of the position and the circumstances and background of your offences. This information will be verified through an AccessNI **ENHANCED** Disclosure.

Contained within this pack is all the information that you will need to complete an AccessNI check. The Church of Ireland will facilitate this check. Please see below for details of how to complete this form. There are two parts to this process: online registration and completion of this pack. All applicable sections must be completed before your application can be processed.

Please refer to AccessNI Code of Practice found on: www.safeguarding.ireland.anglican.org/accessni

SECTION 1 outlines the online process required for AccessNI via the NI Direct website and includes the unique PIN number for the Church of Ireland.

SECTION 2 is where applicants fill out their details and give permission for the check to proceed. **All** forenames **MUST** be included at this point.

SECTION 3 should only be completed by an Incumbent or Panel Member.

SECTION 4 is the check-list of applicable ID.

Once the pack has been completed fully it should be returned by **post only** to:

AccessNI Administrator, Floor 2, 18-22 Hill Street, Belfast BT1 2LA

*ALL sections should be returned, along with **COPIES** of ID used to verify the identity of the applicant.*

Please do not send the pack and supporting ID documents separately.

Applications will not be accepted by email.

THIS PAGE DOES NOT NEED TO BE RETURNED



PIN NOTIFICATION AND ID VALIDATION FORM

SECTION 1

APPLICANT INSTRUCTIONS

1. Go to www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body
2. Select the **green button** to apply for an **ENHANCED DISCLOSURE THROUGH A REGISTERED BODY**. Please note the Applicant **MUST** choose the **ENHANCED** check or the application will be rejected by the Church of Ireland.
3. Register your account by creating a user ID & password. To track your application, details of this need to be kept safe.
4. Once you have successfully logged in, you will be taken to the online application.
5. Enter the PIN number below at *Step 1* of the form completion:

9	1	8	0	6	6
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This is the pin number for the Church of Ireland.

6. Please include your parish name, diocese or organisation in Organisation Reference.
7. Complete the remainder of the form and click **SUBMIT** to finish the online process.
8. Once completed please note the 10-digit AccessNI application reference number below.

Application Reference

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9. Sign and date Section 2 and give to your Incumbent/Panel Member who will complete Sections 3 and 4 to verify your identity.
10. Return this pack to the person who asked you to complete the AccessNI application.



SECTION 2

IDENTITY VALIDATION

Surname										
ALL FORENAMES										
Date of Birth <i>DD / MM / YYYY</i>			/			/				
Current Address										
								Postcode		
Phone Number										
Email Address										

ROLE DETAILS

Role applied for										
Parish										
Diocese										

(Armagh, Clogher, Connor, Derry & Raphoe, Down & Dromore, Kilmore)

Is this Role regulated activity? (As defined by AccessNI) <i>Please refer to the guidance for regulated activity on our website: www.safeguarding.ireland.anglican.org/accessni</i>	Yes	No
Is it a Paid Role?	Yes	No
Is this Role working with children?	Yes	No
Is this Role working with adults at risk of harm / in need of protection?	Yes	No

***Paid Roles will require a cheque to be submitted for £32.00.
An invoice will be sent to the Parish/Organisation usually within 28 days.**



Please be aware that a criminal record will not necessarily prevent applicants from gaining a position. It is **your responsibility** to produce the certificate to your Incumbent/Panel Member.

The Disclosure and Barring Service maintain lists of individuals who are barred from engaging in Regulated Activity with children or with adults at risk of harm / in need of protection. All posts necessitating an AccessNI Enhanced Check include a check of the Barred Lists.

Have you ever been convicted, or received an official caution for a criminal offence, or have any prosecutions pending? **Yes** **No**

If yes, please give details of the offence. *(Continue on a separate sheet if necessary)*

Date of Conviction	Offence	Sentence

Have you ever been or are you the subject of an investigation due to concerns about the treatment of children / adults at risk of harm / in need of protection? **Yes** **No**

If yes, please give details below. *(Continue on a separate sheet if necessary)*

DATA PRIVACY STATEMENT

The data contained in this form will be held in line with the Data Protection Act 2018. We use the information on this form to process your vetting information in line with Regulations under Part 5 of the Police Act 1997 (as amended). The data on this form will be shared with AccessNI and held by the Board of Education for 90 days in accordance with AccessNI guidelines. AccessNI have a detailed privacy statement outlining how they store, process and share your data which you can read here <https://justice-ni.gov.uk/publications/ani-privacy>

If you wish to ask any questions in relation to data protection or wish to make a complaint you can contact the Church of Ireland’s Data Protection Officer at dataprotection@rcbcoi.org or you can contact the Information Commissioner’s Office via their website here www.ico.org.uk



DECLARATION

Please tick the boxes below to confirm that you have read and understood these statements.

I understand that my confidential documentation will be retained by the Church of Ireland Board of Education for 90 days after the certificate has been issued. After that period all documentation will be destroyed.

I understand that I will be working closely with children / adults at risk of harm / in need of protection and that a "Barred List Check" is required. I understand that it is a criminal offence to apply for an Enhanced Disclosure Check if I am on one of the barred lists. I give my consent to proceed with a Barred List Check.

I confirm that all the information I have provided is correct.

Applicant's signature	
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Date DD/MM/YYYY			/			/				
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SECTION 3

FOR COMPLETION BY INCUMBENT / PANEL MEMBER

I confirm I have seen the original ID documentation as indicated on the attached sheet.

Date of ID check DD/MM/YYYY			/			/				
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Signed (Rector, Curate or Panel Member)	
Parish	
Diocese	



SECTION 4

GROUP 1: PRIMARY IDENTITY DOCUMENTS

<input type="checkbox"/>	Current passport (any nationality)	<input type="checkbox"/>	Original birth certificate (UK, Isle of Man or Channel Islands) issued at time of birth
<input type="checkbox"/>	Biometric Residence Permit (UK)	<input type="checkbox"/>	Original long form Irish birth certificate issued at time of registration of birth (Ireland)
<input type="checkbox"/>	Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country)	<input type="checkbox"/>	Adoption certificate (UK, Isle of Man or Channel Islands)

GROUP 2A: TRUSTED GOVERNMENT DOCUMENTS

<input type="checkbox"/>	Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth	<input type="checkbox"/>	Electoral ID card (NI only)
<input type="checkbox"/>	Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands)	<input type="checkbox"/>	Current driving licence photocard, full or provisional (All countries outside the EEA)
<input type="checkbox"/>	HM Forces ID card (UK)	<input type="checkbox"/>	Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)
<input type="checkbox"/>	Firearms licence (UK, Channel Islands and Isle of Man)	<input type="checkbox"/>	Immigration document, visa or work permit (issued by a country outside the EEA - valid only if the applicant is working in the country that issued the document)

GROUP 2B: LIVING AND SOCIAL HISTORY DOCUMENTS

<input type="checkbox"/>	Mortgage Statement (UK, EEA)	<input type="checkbox"/>	Land and Property Services rates demand (NI only)
<input type="checkbox"/>	Financial statement, for example ISA, pension or endowment (UK)	<input type="checkbox"/>	Council tax statement (Great Britain, Channel Islands)
<input type="checkbox"/>	P45 or P60 statement (UK, Channel Islands)	<input type="checkbox"/>	

ABOVE DOCUMENTS MUST BE ISSUED WITHIN THE LAST 12 MONTHS

<input type="checkbox"/>	Credit card statement (UK, EEA)	<input type="checkbox"/>	Bank or building society account opening confirmation letter (UK, EEA)
<input type="checkbox"/>	Bank or building society statement (UK, EEA)	<input type="checkbox"/>	Utility bill (not mobile phone) (UK, EEA)
<input type="checkbox"/>	Bank or building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)	<input type="checkbox"/>	Benefit statement, for example Child Benefit, Pension, etc (UK, Channel Islands)
<input type="checkbox"/>	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands)		

ABOVE DOCUMENTS MUST BE ISSUED WITHIN THE LAST 3 MONTHS

<input type="checkbox"/>	EU National ID card	<input type="checkbox"/>	Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)
<input type="checkbox"/>	60+ or Senior (65+) SmartPass issued by Translink (NI)	<input type="checkbox"/>	Letter from head teacher or further education college principal (UK for 16 -19 year olds in full-time education - only used in exceptional circumstances if other documents cannot be provided)
<input type="checkbox"/>	Public Services Card (Ireland)	<input type="checkbox"/>	Letter of sponsorship from future employment provider or voluntary organisation (non-UK or non-EEA only for applicants residing outside UK at time of application)
<input type="checkbox"/>	yLink card issued by Translink (NI)		

ABOVE DOCUMENTS MUST BE VALID AT THE TIME OF CHECKING

PAGE TO BE RETURNED AS PART OF THE APPLICATION PACK

THIS FORM SHOULD BE RETAINED WITHIN YOUR ORGANISATION