



St Mark's Church, Parish of Armagh Safeguarding Trust



St Mark's Church Office
44 Victoria Street
Armagh
BT61 9DT

Dear Applicant Volunteer,

Thank you for your willingness to offer your assistance with our Parish's Ministry to Children and Young People. Your readiness to serve is deeply appreciated.

Please find attached the necessary documentation which must be completed to enable the consideration of your appointment as a leader or helper with a Parish Youth or Children's Organisation.

As you will see, the AccessNI Process requires you to follow some steps online. On receiving your 'Application Reference' number, could you please return the completed documents attached, along with the Identification sources required, to the Parish Office (during opening hours), or directly to myself at an opportune time. Please note that we shall have to forward photocopies of your Identification Documents to the Church of Ireland Board of Education as part of this process. These documents shall then be destroyed in compliance with GDPR policy. Guidance on the Safeguarding Trust Website may be helpful to you when completing your application :-

<https://safeguarding.ireland.anglican.org/access-ni/>

As an outcome of your AccessNI application, you will receive a certificate either by email or by post, in accordance with your request during the application process. Upon receipt of your AccessNI Certificate, please allow me to view your Access NI Certificate, so that we can progress this process and inform you of the outcome of your application to serve, as quickly as possible.

Should you require any guidance or assistance concerning this process, please feel free to contact myself, or Caroline in our Parish Office.

Again, thank you!

Yours in Christ,

Malcolm Kingston

Telephone : 028 37523197 or 37522970
email : malcolm.kingston@btinternet.com

Parish of St Mark's Armagh

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

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

(2) SECOND REFEREE

NAME: _____

ADDRESS: _____

PHONE: _____

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 AccessNI 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 an **AccessNI application pack**. Please complete the instructions on this in regard to AccessNI 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 St Mark's Armagh

Volunteer Application Form



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

NOTES:

- *Furnish the applicant with an AccessNI application pack which can be found at <https://safeguarding.ireland.anglican.org/access-ni/>*
- *Interviews for AccessNI checks do not need to be done again 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.*

REFERENCES:

REFERENCE (1) RECEIVED: YES / NO

REFERENCE (2) RECEIVED

YES / NO

REFERENCE (1) FOLLOWED UP: YES / NO

REFERENCE (2) FOLLOWED UP:

YES / NO

APPLICATION FORM:

DATE APPLICATION FORM RECEIVED: _____ FORM COMPLETE? YES / NO

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:

ACCESSNI VETTING:

PLEASE COPY THE 10 DIGIT ACCESSNI REFERENCE NUMBER FROM THE APPLICANT'S VALIDATION FORM

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CONFIRMATION THAT THE ORIGINALS OF IDENTITY DOCUMENTS HAVE BEEN RECEIVED & COPIED

(These should be as per the document guidance and named in the section below. Most applicants will only need 3 documents.

*A **copy** of the original identity documents should be taken, and sent to the Church of Ireland AccessNI administrator along with the applicant's original AccessNI application pack.*

1: _____

2: _____

3: _____

4: _____

(If necessary)

DATE: _____

SIGNATURE(INCUMBENT): _____

VETTING CLEARANCE:

Once the vetting process has taken place the applicant will be issued with a digital AccessNI certificate, that they may share with you online, or a physical certificate that they may show you in person. Volunteers should not be undertaking any work until this is received.

Please note below the date of receiving the certificate. If any information to debar appointment is shown please contact the Church of Ireland Safeguarding Officer.

DATE ACCESSNI VETTING
DISCLOSURE RECEIVED: _____

DATE ON THE
CERTIFICATE: _____

ANY INFORMATION TO DEBAR APPOINTMENT?

YES / NO

DECISION NOTIFIED (circle):

APPOINTED

NOT APPOINTED

COMMENCEMENT IN ROLE

(Date volunteer can start their work)

DATE: _____

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 Safeguarding Board 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, Church of Ireland Policy on Recruitment of Ex-Offenders and GDPR and Safeguarding guidance, which are available at: 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 Lead Signatory of the Church of Ireland Safeguarding Board.

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 the Authorised Signatory (usually the incumbent for parishes).

SECTION 4 is the checklist of applicable ID.

Once the pack has been completed fully it should be returned via email to: AccessNI.admin@rcbcoi.org. Or by post to Vetting Team, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.

Section 1,2 and 3 should be returned via email or post using the details above. If you are sending electronically please ensure you password protect the documents.

Please do not send supporting ID documents.

THIS PAGE DOES NOT NEED TO BE RETURNED



PIN NOTIFICATION FORM

SECTION 1

APPLICANT INSTRUCTIONS

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
2. Select the green button to create a nidirect account and apply for a check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. [Guidance document to create a nidirect account](#)
3. You will need to retain your login credentials for future use.
4. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen. If there are problems creating this account contact nidirect on **0300 200 7868** or email nida@nidirect.gov.uk.
5. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.
6. Enter the PIN number below at [Step 1](#) of the form completion.

7	8	8	2	5	9
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7. Please include your parish name, diocese or organisation in Organisation Reference
8. Complete the remainder of the application.
9. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided in Section 4, to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form:-
 - Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
 - A document that contains both the applicant's current name and photograph.
10. Continue to complete the remaining fields on the application.
11. At STEP 12 you must confirm and date the declaration.
12. When you click on **confirm and proceed** the application will be automatically forwarded to the Church of Ireland Safeguarding Board for approval.
13. Once completed please note the 10-digit AccessNI application reference number below.
Application Reference
14. Sign and date Section 2 and give it to your Authorised Signatory (usually the incumbent for parishes) who will complete Section 3
15. The Authorised Signatory will ensure Sections 1,2, 3 of this pack are received by the Church of Ireland Safeguarding Board.



SECTION 2

ROLE VALIDATION

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

ROLE DETAILS

Role applied for*	
Parish	
Diocese**	

* For example Sunday School Teacher

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

Is this Role regulated activity? (As defined by AccessNI)

*Please refer to the guidance for regulated activity on our website:
www.safeguarding.ireland.anglican.org/accessni*

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 provide the certificate to your Incumbent/Panel Member.

The Disclosure and Barring Service maintains lists of individuals who are barred from engaging in Regulated Activity with children or with adults at risk of harm / in need of protection. The need for a barred list check is role dependent.

Is there any reason why you cannot work in regulated activity?
(Use separate sheet if necessary)

Yes

No

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 Church of Ireland Safeguarding Board in line with the Service Level Agreement signed by your organisation. 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 this form will be retained by the Church of Ireland Safeguarding Board for 90 days after the certificate has been issued. After that period all documentation will be destroyed. Records that relate to the name, date and fact that I applied for and received an AccessNI check will be retained on a secure RCB server in line with data protection policy and procedures.

I understand that I will be undertaking regulated activity or a role which requires an Enhanced Disclosure Check and that a "Barred List Check" may be required. I understand that it is a criminal offence to apply for a position of regulated activity if I am on one of the barred lists. I give my consent to proceed with a Barred List Check if required.

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

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

SECTION 3

FOR COMPLETION BY AUTHORISED SIGNATORY

I confirm that the applicant is applying for the role as described in Section 2.

Date DD / MM / YYYY			/			/				
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Signed (Authorised Signatory)	
Parish	
Diocese	

Once the pack has been completed fully it should be returned by the Authorised Signatory via email to: AccessNI.admin@rcbcoi.org or by post to Vetting Team, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.



SECTION 4 ACCESS NI LIST OF ACCEPTABLE DOCUMENTS

Original Birth certificate (issued within 12 months of birth)	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
Certified copy of birth certificate (issued more than 12 months after time of birth)	UK, Isle of Man, Channel Islands or Ireland
Long form Irish birth certificate (issued at time of registration of birth)	Ireland
Adoption Certificate	UK, Channel Islands or Ireland
Passport	Any current and valid passport
Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
Current driving licence photocard	Full or provision - UK, Isle of Man, Channel Islands or Ireland
Current driving licence photocard (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
eVisa – via weblink and share code	Current and valid
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
Electoral ID card	Northern Ireland only
Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
Mortgage Statement	UK or Ireland, dated within 12 months
Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months
P45 or P60 statement	UK or Channel Islands, dated within 12 months



Land and Property Services rates demand	Northern Ireland only, dated within 12 months
Council tax statement	UK or Channel Islands, dated within 12 months
Credit card statement	UK or Ireland, dated within 3 months
Bank or Building Society statement	UK, Channel Islands or Ireland, dated within 3 months
Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
Benefit statement, for example Child Benefit, Pension etc	UK, dated within 3 months
Official Government/Council Document	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 and Channel Islands, dated within 3 months
EEA National ID card	Current and Valid
SmartPass issued by Translink	Northern Ireland
yLink card issued by Translink	Northern Ireland
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid
Letter from head teacher or further education college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided
Letter of sponsorship from future employment provider or voluntary organisation	Non UK only - Valid only for applicants residing outside UK and Ireland at time of application
Exceptional circumstances – Document agreed with Church of Ireland Safeguarding Board	Cannot be used unless advised by Church of Ireland Safeguarding Board

This information should be retained in line with the General Data Protection Regulations and Safeguarding NI document available here: <https://safeguarding.ireland.anglican.org/wp-content/uploads/2020/03/NI-Child-General-Data-Protection-Regulation-GDPR.pdf>