



## 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.

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### LEADERSHIP ROLE

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

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

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### OTHER INFORMATION

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

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### 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:

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**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 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](http://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 checklist 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](http://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 it to your Incumbent/Panel Member who will complete Sections 3 and 4 to verify your identity.
10. Return Sections 1,2, 3 and 4 of this pack to the person who asked you to complete the AccessNI application.



## SECTION 2

### IDENTITY VALIDATION

Surname										
<b><u>ALL</u> FORENAMES</b>										
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)

**Yes**

**No**

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

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. 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](mailto:dataprotection@rcbcoi.org) or you can contact the Information Commissioner's Office via their website here [www.ico.org.uk](http://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 undertaking regulated activity or a role which requires an Enhanced Disclosure Check 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										
Date DD/MM/YYYY			/			/				

### 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			/			/				
Signed (Rector, Curate or Panel Member)										
Parish										
Diocese										



**SECTION 4 - Should include 1 from Group 1 and 2 further documents from Groups 1, 2A or 2B.  
If Group 1 documentation is not available, 4 documents from Groups 2A or 2B must be provided.**

### GROUP 1: PRIMARY IDENTITY DOCUMENTS

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

### GROUP 2A: TRUSTED GOVERNMENT DOCUMENTS

Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth	Electoral ID card (NI only)
Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands)	Current driving licence photocard, full or provisional (All countries outside the EEA)
HM Forces ID card (UK)	Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)
Firearms licence (UK, Channel Islands and Isle of Man)	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

Mortgage Statement (UK, EEA)	Land and Property Services rates demand (NI only)
Financial statement, for example ISA, pension or endowment (UK)	Council tax statement (Great Britain, Channel Islands)
P45 or P60 statement (UK, Channel Islands)	

#### ABOVE DOCUMENTS MUST BE ISSUED WITHIN THE LAST 12 MONTHS

Credit card statement (UK, EEA)	Bank or building society account opening confirmation letter (UK, EEA)
Bank or building society statement (UK, EEA)	Utility bill (not mobile phone) (UK, EEA)
Bank or building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)	Benefit statement, for example Child Benefit, Pension, etc (UK, Channel Islands)
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

EU National ID card	Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)
60+ or Senior (65+) SmartPass issued by Translink (NI)	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)
Public Services Card (Ireland)	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)
yLink card issued by Translink (NI)	

#### ABOVE DOCUMENTS MUST BE VALID AT THE TIME OF CHECKING

**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>**