

Home-Start East Antrim Application Form for Volunteers (N.I)

Home-Start East Antrim is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Confidential

If you have difficulty completing this form, please contact us for assistance.

Name			
Address including postcode			
Home telephone no: Email address:	Mobile telephone no.:		
Date of birth:			
Emergency Contact name and phone no			
REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a relative) include at least one professional reference, (previous or current employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start. Please ask permission prior to submitting referees details and confirm full address.			
Referee 1 – time known this person In what capacity?	Referee 2 - time known this person In what capacity?		
Name: Address: Postcode: Email: Telephone:	Name: Address: Postcode: Email: Telephone:		

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The minimum time commitment we ask of volunteers is 2 hours per week on a weekly basis (excluding holidays ect), for at least one year with occasional additional time for training and support/supervision – Is this manageable? Yes / No			
What type of transport would you use?		If car - do you have a current clean driving licence?	Yes/No
1) Please give information about your experience of parenting and any contact you may have had with children and families. E.g. what did/do you find enjoyable or challenging about parenting?			
How did you hear of Home-Start?			

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Please give details of any information that may support your application. (Include any relevant skills, interests, past employment/voluntary work)

Is there any other information you would like to add?

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As volunteers are in a privileged position visiting families in their own homes and have contact with young children, Home-Start has a responsibility to ensure that no one becomes a volunteer who would misuse this trust. Therefore, it is essential that you complete and sign this form.

Information about disclosure can be found at <http://www.justice-ni.gov.uk/articles/about-accessni>

Name:	
Have you had any personal contact with Social Services/Social Work Department or NSPCC in connection with children in your care? Have any of your children been subject to a child protection, child in need plan or a UNOCINI assessment?	Yes/No
Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to volunteer?	Yes/No
Have you ever been dismissed from any paid or voluntary work?	Yes/No
Have you ever been arrested or had contact with the police for any criminal offence?	Yes/No
Is there any reason why you cannot work in Regulated Activity with Children or Adults as defined under Safeguarding Vulnerable Groups (Northern Ireland) Order 2007?	Yes/No
Are there any matters outstanding which may lead to a criminal prosecution relating to an offence that is not 'protected' (as defined by the Rehabilitation of Offenders (Exceptions)(Northern Ireland) order 1979, as amended in 2014)?	Yes/No
If you answer yes to any question please give details: If you do not declare existing or spent convictions that are not 'protected' you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer. Please ask to see our Recruitment of Ex-Offenders Policy if you require further information.	

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I give permission for Home-Start East Antrim to carry out criminal record checks at enhanced level with Access NI, including a check against the children's barred list. I understand that my National Insurance number, passport and/or drivers licence may be required for identification purposes, and that personal information about me will be held in records (including electronic records) some of which may be sensitive information such as age, race, gender and disability and this information may be used for monitoring purposes.

I know of no reason why I would be unsuitable to be a Home-Start volunteer. I will report any changes in my circumstances which may affect my role*

I agree to the scheme holding this information and I understand that I may ask to see my records at any time.

Signed: _____

Date: _____

As you will have unsupervised access to children you will be asked to complete an Access NI Enhanced Disclosure form. Home-Start Carrickfergus will be notified if the Disclosure Certificate contains any criminal convictions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 as amended in 2014.

If something is highlighted on your disclosure we will ask you to bring us your Disclosure Certificate and we will discuss this with you in confidence. Following a meeting of the trustees a decision will be made whether we can proceed with your application.

Home-Start East Antrim has a Policy on Recruitment of Ex-Offenders and on GDPR and Information Governance. Copies of these are available on request. Therefore it is important that you highlight any issue we need to be aware of on your application form. Please ask to see the Access Northern Ireland Code of Practice if you require further information.

If you have any concerns please discuss this further with Kelly Taylor, scheme manager.

*child/ren in care/criminal proceedings brought against me etc.