



CONTACT AND INFORMATION FORM FOR VOLUNTARY WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Essex Christian Youth Activities (ECYA) requires all prospective volunteer workers with children, young people and vulnerable adults to complete this form. The information will be kept confidentially by the Recruiter, unless requested by an appropriate authority.

1. Personal Details

Full Name _____

Date and place of birth ____ / ____ / _____

Address _____

_____ Postcode _____

Daytime Tel No: _____ Evening Tel No: _____

Mobile Tel No: _____ e mail address: _____

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous address(es) with dates (Attached Separately)

Please give details of previous experience of looking after or working with children and/or young people and/or vulnerable adults. (This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.)

Do you suffer, or have you suffered, from any illness which may directly affect your work with children, young people or vulnerable adults? · YES · NO (Please tick)

If yes, please give details.

2. References

Please complete the details below of a person (of whom should have known you for at least three years) who would be willing to provide a personal reference if required. The referee should not be connected with ECYA leadership. The referee should not be a family member. We reserve the right to take up character references from any other individuals deemed necessary.

Name _____

Address _____

Town _____

City/County _____

Postal Code _____

Telephone No _____

Relationship _____

3. Declaration and Consent

As this post involves contact with children/young people/vulnerable adults, we may ask volunteers to submit to a criminal records check before the position as volunteer can be confirmed. You may be asked to apply for an Enhanced Disclosure through the Criminal Records Bureau. As the position is exempted under the Rehabilitation of Offenders Act, this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. The process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. It is stressed that a criminal record will not necessarily be a bar to your acceptance as a volunteer unless the nature of any matters revealed could be considered to place children at risk.

I have a current CRB certificate (In order to assist with the process, one of your referees should be the recruiter related to this certificate)

Yes No

please enclose a copy when returning these forms.

I confirm that the submitted information is correct and complete.

(a) I consent to the taking up of references

(b) an application may be made to the Criminal Records Bureau for an Enhanced Disclosure concerning previous criminal convictions, final warnings and/or pending prosecutions

(c) I agree to abide by all rules, guidelines and instructions authorised by the ECYA leadership during the duration of the camp

Please would you complete the attached **Voluntary Disclosure Form** and return it to the Recruiter, with whom you are welcome to discuss any aspects of this procedure.

I have sent the Voluntary Disclosure Form to the Recruiter in a separate, sealed envelope.

Signed _____
Date _____

ECYA undertakes to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and the CRB Code of Practice.

Voluntary Disclosure Form – Strictly Confidential

All applicants are asked to complete this form and return to Louise Colledge c/o ECYA, 50 Eastwood Park, Great Baddow, Chelmsford, Essex, CM2 8HF

Appointment

Voluntary Disclosure

I am aware that those details of pending prosecutions, previous convictions, cautions, or bindovers against me need to be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

Declaration

1. Have you ever been charged with or convicted of a criminal offence, or are you at present subject of criminal investigations? (Please note that whilst the disclosure of an offence may not prohibit your appointment, if it subsequently found that you failed to declare a conviction, this will be regarded as gross misconduct, which could lead to you being asked to stand down from your role).

Yes No (Please tick)
If yes please give details including the nature of the offence(s) and dates

2. Have you ever been involved in court proceedings concerning a child or vulnerable adult for whom you have parental responsibility?

Yes No (Please tick)
If yes, please give details and dates

3. Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults?

Yes No (Please tick)
If yes, please give details)

4. To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Care and/or the Police?

Yes No (Please tick)
If yes we will need to discuss this with you.

5. Are you at present the subject of any criminal investigations/pending prosecutions?

Yes No (Please tick)
If yes, what is the nature of the investigation?

6. I have read ECYA's 'policy statement on working with young people' and 'Code of good practice for adults working with children, young people and vulnerable adults.'

Yes No (Please tick)

Signed: _____

Date: _____