



## PACT Holiday Club 2019

### Volunteers Application form and Safeguarding Declaration

Thank you for wanting to help with PACT Holiday Club, which runs on Fridays from 26 July to 16 August 2019. Please complete & sign this form to help us with planning the event and for safeguarding purposes; once completed please deliver to Helen Mason, c/o St. Laurence Church, 12 Station Road, Petersfield GU32 3ED.

#### Personal Details

Surname	
First Name(s)	
Title	
Address	
Home Telephone No.	
Mobile Telephone No.	
E-mail	
Date of birth	
Who to contact and how in case of emergency at HC	

#### Availability (please tick)

Friday 26 July	Friday 2 Aug	Friday 9 Aug	Friday 16 Aug	Before / after week

#### Preference of group (please tick)

Messy Church (under 8s)	Juniors (children age 8-11)	Registration 9.10 - 10.20	Site Support	Cooking and clearing	Any other role

#### Skills - for those wanting to help in Juniors

Crafts/ Art	Sports	Drama	Other - please specify

#### Childcare

Please advise us of your own children who will require a place during Holiday Club week - these places will need to be registered and paid for in the usual manner.

Name	Age	Date of Birth	Messy Church	Juniors



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Petersfield Area Churches Together (PACT) takes its responsibilities for the care and protection of children very seriously. We believe that we should provide the children who attend Holiday Club with the highest standard of care and that the experience of PACT Holiday Club should be enriching.

The position for which you have volunteered gives opportunities for contact with children and/or young people under the age of eighteen years. In accordance with the legal requirements under the Children Act 1989, you are required to complete this declaration. The role you have volunteered for is exempted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. Applicants without a relevant DBS less than 3 years old will also be required to complete a Disclosure & Barring Application Form at the same time.

This form is strictly confidential, and except under compulsion of law, will only be seen by those responsible in the recruitment/appointment process, and when appropriate, the Portsmouth Diocesan Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 2018.

If you answer 'Yes' to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering. Please note that the existence of a criminal record will not necessarily prevent an applicant from being appointed, however in all cases the appropriate guidance will be sought from the Diocese in regard to assessing the relevance and circumstances of offences.

Under the provisions relating to work with children and young people in the Rehabilitation of Offenders (Exceptions) Order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to any offence which is within Schedule 1 to the Children and Young Persons Act 1933 and certain other serious sexual offences. If you do not complete the declaration, or do not disclose a conviction or any relevant information, this may lead to you not receiving the volunteer position you are offering.

The information will be treated as strictly confidential if so requested. It will be seen only by the PACT Holiday Club Leader and Safeguarding Officer, and your church leader (and church Safeguarding Officer if appropriate). No information will be disclosed except where there is a legal duty to do so or where the persons above are advised that disclosure ought to take place in order to ensure the protection of children.

Please complete the following:

1a Have you ever been convicted of any criminal offence? *Note: Please declare all convictions, cautions, warnings or reprimands, that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Convictions obtained abroad must also be declared as well as those from the UK.*

Yes  No

If yes, please state the nature and date(s) of the offence(s), continuing on a separate sheet if necessary.



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1b Have you ever been cautioned by the police or bound over to keep the peace?

Yes  No

If yes, please give full details, continuing on a separate sheet if necessary.

1c Have you ever been found by a court exercising civil jurisdiction (including family or matrimonial jurisdiction) to have caused significant harm<sup>2</sup> to a child or young person under the age of 18 years? Or has any court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you<sup>1</sup>?

Yes  No

If yes, please give full details, continuing on a separate sheet if necessary.

2a Has your conduct ever caused or been likely to cause significant harm<sup>2</sup> to a child or young person under the age of 18, or put a child or young person at risk of significant harm?

Yes  No

2b To your knowledge has it ever been alleged that your conduct has resulted in any of those things?

Yes  No

These questions relate to any conduct whether in a paid capacity, as a voluntary worker, or otherwise. If yes, please give full details, including the date(s) and nature of the conduct or alleged conduct and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. Please continue on a separate sheet if necessary.

3 Has a child in your care or for whom you have had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child placement order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Yes  No

If yes, please give full details, continuing on a separate sheet if necessary.

4 Have you had or do you have any health problem(s), which might affect your work with children or young people under the age of 18?

Yes  No

If yes, please give full details, continuing on a separate sheet if necessary. Please also give name of your doctor if appropriate.

5 Have you, since the age of 18, ever been known by any other name other than the one given below?

Yes  No

If yes, please give full details.



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6 Have you, during the past five years, had any home address other than that given below?

Yes  No

If yes, please give details, continuing on a separate sheet if necessary.

7 Do you agree to undergo the relevant vetting processes, including "Enhanced Disclosure" through the Criminal Records Bureau, that shall be in time to time to establish your identity and your suitability for work with children and young people. The processes are in accordance with legal requirements and Good Practice guidelines of PACT Holiday Club:

Yes  No

<sup>1</sup> 'significant harm' means ill-treatment of any kind (including sexual abuse), or impairment of physical or mental health or development.

### Declaration

I declare that the information in this form is accurate and complete to the best of my knowledge.

I understand that this information will be retained in a manual filing system in accordance with current legislation under the GDPR 2018.

I give my consent to obtaining a recommendation from my church leader and if necessary a reference from the church's Safeguarding Officer.

- I confirm that I have been vetted by my church for Safeguarding purposes & hold a current Enhanced CRB (within the last 3 years)
- I confirm that I am being vetted by my church for Safeguarding purposes and will forward confirmation of the CRB report as soon as it is received or

Signed	
Date	
Church Attending	

### References (To be completed by the Church Leader and the Safeguarding Officer)

I confirm the above named is suitable for assisting with Holiday Club.

<b>Safeguarding Officer</b>	
Name	
Signed	
Date	
<b>Church Leader</b>	
Name	
Signed	
Date	

Please return this completed form to your church Holiday Club representative.

If you have any queries about this form or wish to speak to someone in confidence please contact the PACT Holiday Club Safeguarding Officer - Helen Mason on 07941 3342454