DIOCESE OF Hexham & Newcastle

Volunteer Application where a DBS IS required

If you have a disability that may make the completion of this form difficult, it can be completed by someone on your behalf however you are required to sign and date the form.
This form can be returned in a sealed envelope.

As this role involves working with children and/or vulnerable adults, the person appointing you to your volunteer role needs to obtain two references from people who can comment on your experience and suitability for the role.

Please state the CHURCH, PARISH or CURIA DEPARTMENT where you will be volunteering.
(if more than one, please list all):

Please state all roles you will undertake:

Are you allowed to volunteer? (see bottom of form):

Yes ☐ No ☐

Title and full name:

Date of Birth:

Full address and postcode:

Email: **Mobile number:**

Details of next of kin (in case of emergency)

Name:

Address:

Contact number:

Company limited by guarantee | Registered in England No. 7732977 | Registered Charity Number 1143450

The amendments to the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Question 1 of 4:

Do you, the applicant, have any convictions (excluding youth cautions) which would not be filtered in line with current guidance?

Yes ☐ No ☐

Question 2 of 4:

Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?

Yes ☐ No ☐

Question 3 of 4:

Have you ever received a caution or conviction from another country outside of the UK?

Yes ☐ No ☐

Question 4of 4:

Are you, or have you even been the subject of an investigation into a concern about a child in your care or investigated under adult protection safeguarding procedures, or are you currently the subject of a police investigation?

Yes ☐ No ☐

If you have answered 'yes' to any of the questions above, please provide summary details below (including dates and outcomes). Please use additional sheets if necessary.

Company limited by guarantee | Registered in England No. 7732977 | Registered Charity Number 1143450

Please provide the names, addresses and contact details of two referees

Referee Title and Name: Referee Address: Referee Contact email and telephone number:	Referee Title and Name: Referee Address: Referee Contact email and telephone number:

I confirm that I am aware of the Diocesan Complaints Policy and Procedure, the Safeguarding service Complaints Policy and procedure, the Low-Level Concerns Policy, the Diocesan Privacy Notice and Parish safeguarding Handbook. I have been handed a copy of the Code of Conduct for volunteers and The Catholic Safeguarding Standards Agency level one training leaflet.

Signed:

Date:

The Diocese of Hexham and Newcastle is the data controller for the information you provide on this form. Your information will be processed in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018, and our Privacy Notice (attached).
Your data will be held securely and will not be shared with third parties unless necessary and lawful. It will be retained in accordance with our retention schedule and held for three years after you cease volunteering, in line with the Catholic Safeguarding Standards Agency Record Retention Policy.
Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at diocesehn.org.uk/privacy-policy/ or by request from the Data Protection Lead at data.protection@diocesehn.org.uk

APPLICANTS WHO ARE NOT UK CITIZENS.
You are only allowed to volunteer if your immigration status permits it, so please check that you are entitled to volunteer, to avoid breaching the terms of your status. You can find further information about different visa rules here: www.gov.uk/browse/visas-immigration. Irish citizens, EU/EEA citizens with settled or pre-settled status, and refugees and asylum seekers are fully entitled to volunteer.

Company limited by guarantee | Registered in England No. 7732977 | Registered Charity Number 1143450