

Established



8th January, 1850

C.I.Y.M.S

CHILD PROTECTION POLICY

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Church of Ireland Young Men's Society (CIYMS)

1. CHILD PROTECTION POLICY STATEMENT

CIYMS (hereafter the Society) is committed to the concepts of Fair Play and to taking every appropriate step to ensure the safety and well-being of the young people (i.e. anyone under the age of 18) it works with, regardless of race, religion or disability.

Fair Play is much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation and unequal opportunities, i.e. media sponsorship of elite athletes etc.

The Society has a Child Protection Policy. The CIYMS Management Committee, General Council, Section Management Committees, Designated Persons, staff, coaches and volunteers have to be aware of this policy and the Fair Play concept and it is their duty to guarantee its implementation. The Child Protection Policy states:

All young people should enjoy the Society's facilities and activities without the fear of any physical, sexual, emotional abuse or neglect.

The Society is committed to good practice that protects children from harm.

Coaches and volunteers accept and recognise the Society's responsibilities to develop awareness of the issues that cause children harm.

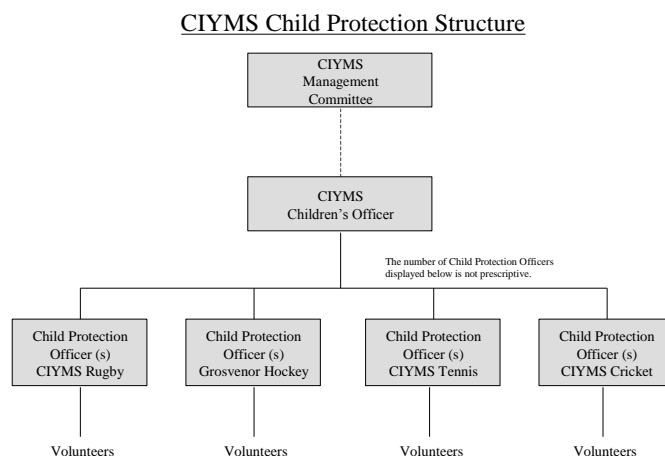
The Society will endeavour to safeguard children by:

- a) Putting in place a structure to facilitate the implementation of its Child Protection Policy. *(see page 3)*
- b) Adopting child protection guidelines through a code of behaviour for coaches and volunteers. *(see pages 4/5)*
- c) Sharing information about child protection and good practice with children, parents, coaches and volunteers. *(see page 6)*
- d) Sharing information and concerns with agencies who need to know and involving parents and children appropriately. *(see pages 7/8)*
- e) Following carefully the procedures for recruitment of staff, coaches and volunteers. *(see page 9)*
- f) Providing effective management of coaches and volunteers through supervision, support and training. *(see pages 10/11)*

The Society is also committed to reviewing the policy and including what constitutes good practice at regular intervals.

2. CIYMS CHILD PROTECTION STRUCTURE

- 2.1 The Society will ensure that a number of ‘Designated Persons’ are appointed to operate its Child Protection Policy. These ‘Designated Persons’ will include the Children’s Officer and the Child Protection Officers described in more detail below.
- 2.2 The Society will appoint a Children’s Officer with a reporting relationship to the Society’s Management Committee. The Children’s Officer will have responsibility for co-ordinating Child Protection matters ensuring that:
- All Child Protection Officers and new members of Committees with responsibility to appoint Child Protection Officers, staff, coaches and volunteers are properly vetted in accordance with good practice and periodically complete self-declaration forms (*see appendix 8*);
 - All Disclosure information is maintained in accordance with best practice (*see appendices 9 & 10*);
 - All Child Protection Officers are trained and kept up to date with relevant Child Protection matters;
 - Child Protection procedures are followed and all required documentation and reports are maintained;
 - All Child Protection matters are dealt with in a consistent manner;
 - Appropriate escalation procedures are in place to ensure that Child Protection matters are dealt with at the proper level.
- 2.3 The Society will ensure that the Management Committee of each Section where young children are registered as members appoints Child Protection Officer(s) with responsibility for Child Protection matters. The Child Protection Officer(s) will be responsible for ensuring that:
- Coaches and volunteers are appointed by the relevant Section Committee;
 - A record of all coaches and volunteers is kept and coaches and volunteers are initially vetted and annually reviewed through self-declaration;
 - Coaches and volunteers are trained and kept up to date with Child Protection issues, health and safety matters etc.;
 - Coaches and volunteers are informed of the Society’s policy and have guidelines to enable them to deal with emergencies and Child Protection issues.



3. CODE OF BEHAVIOUR FOR COACHES AND VOLUNTEERS

It is important for the protection of all concerned that coaches, volunteers and children have guidelines on what is expected and what is not acceptable with respect to their behaviour. This Code of Behaviour should be issued to all coaches and volunteers and a signed copy should be retained the relevant Child Protection Officer.

- 3.1** Coaches and volunteers should not spend excessive amounts of time alone with children away from others, e.g.
- do not go to the toilet alone with children;
 - do not allow themselves to be isolated with a young person..
- 3.2** Meetings with individual children should take place as openly as possible. Never take a child into or arrange to meet a child alone in your home. Coaches and volunteers should not meet with children outside organised activities, unless it is with the knowledge and consent of parents and the relevant Child Protection Officer.
- 3.3** If privacy is needed, the door should be left open and other coaches or volunteers informed of the meeting.
- 3.4** Coaches and volunteers are advised not to make unnecessary physical contact with children – for example never pat a child on the bottom. On occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed child, or physical support following a playing injury or during coaching, physical contact should only take place with the consent of the child. In the event of any injury to a child, accident or otherwise, ensure that it recorded and witnessed by another adult. Be careful of extended hugs, and kisses from children. This is important not only for your protection but the child's as well. If a child touches you in an inappropriate place, record what happened and ensure that another adult also knows. As it could be a totally innocent touch, do not make the child feel like a criminal. However, remember that ignoring this or allowing it to go on may place you in an untenable situation. Neither is it a good idea for the child to go on doing this as the next person might take advantage and then say the child instigated it.
- 3.5** It is not good practice to take children alone in a car on journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents, and the relevant Child Protection Officer. Timings of journeys should be monitored.
- 3.6** Coaches and volunteers who are involved in relationships with other coaches, volunteers or children (e.g. as a parent or other relative) should ensure that their personal relationships do not affect their role in the Section where they are always in the role of a coach or volunteer. For example, they must not show favouritism in selecting teams or apply different standards of discipline to their own children from those applied to others. There are however occasions when being a parent volunteer can be an asset to the Section, for

example when as a parent a volunteer may take their own child to the toilet or provide a hug etc. leaving other coaches or volunteers free to continue coaching or supervising.

- 3.7** Never keep suspicions of abuse by a colleague to yourself. If there is an attempted cover-up you could be implicated by your silence. Why didn't she/he tell – something to hide.
- 3.8** Always report any concerns or fears you may experience during your work with young people to a Child Protection Officer or the Children's Officer.
- 3.9** When taking children on an outing think of how you appear to the public when dealing with the children. In one case a special needs teacher was reported for "abusing" a child by a member of the public who misunderstood her actions. This could apply to anyone taking out a group of children. It may mean that disruptive children cannot go on outings.
- 3.10** If you are taking a team or group of children away always have at least two coaches or volunteers along. If the trip is special (not a normal trip to play a match where parents have already given permission for the children to go) you must get written parental permission for the child to attend. If it is an overnight residential trip never under any circumstances take a child or children into your bedroom and always check the rooms in pairs. There are recommended adult/child ratios for trips – contact your respective Governing Body for details.
- 3.11** Coaches and volunteers should never:
- engage in sexually provocative or rough physical games, including horseplay – apart from structured sports activities;
 - allow children to use inappropriate language unchallenged;
 - make sexually suggestive comments about, or to, a child, even in fun;
 - let allegations a child makes go without being addressed and recorded. This should include allegations against you including everything from "you're always picking on me" to "you hit me" or comments such as "don't touch me". Get another adult to witness the allegation if possible or take the child to a Child Protection Officer or the Children's Officer and explain what happened. A record of that meeting should also be kept.
 - do things of a personal nature for children that they can do themselves.

Signed _____

Print Name _____

Date _____

4. SHARING INFORMATION

- 4.1** Good communication is vital – anyone with concerns needs to be assured they will be listened to and taken seriously. The Society will ensure that relevant information is freely available to all involved in the Child Protection process. However, some information is confidential and should only be shared on a need-to-know basis. This could include for example, personal details or information about parents going through a divorce. The purpose of sharing information is not to provide a source of gossip.
- 4.2** Children have a right to any information which could make life better and safer for them. They should have information about how and with whom they can share their concerns, complaints and anxieties.
- 4.3** Parents are responsible for their children’s welfare at all times and they should be assured their children are involved with credible organisations. The Society will publicise information about its activities, its Child Protection Policy and the name(s) of the designated person(s) to contact in the event of concerns or complaints. A copy of the Child Protection Policy will be provided on request.
- 4.4** Coaches and volunteers will be informed of the Society policy and guidelines to enable them to deal with emergencies and child protection issues.
- 4.5** Other appropriate bodies such as sponsors will be provided with copies of the Society’s Child Protection Policy as appropriate.

5. SHARING INFORMATION ABOUT CONCERNS WITH APPROPRIATE AGENCIES AND PROCEDURES FOR IDENTIFYING AND DEALING WITH ALLEGATIONS OF ABUSE

Protecting children from harm requires maximum co-operation between children, their families, communities and professionals. The identification and confirmation of alleged and actual abuse should be left to the appropriate professionals.

5.1 The Society will designate a Children's Officer (reporting to the CIYMS Management Committee) and a number of Child Protection Officers will be appointed by those Sections with young members. These Designated Persons will have responsibility for dealing with concerns and their names will be communicated to all coaches, volunteers, parents, adult members and junior members of the Society. Further information is contained in *Appendix 1*. The procedures that the Society will follow are outlined in flowchart form in *Appendix 2 (a&b)*.

5.2 If a child gives an indication that he/she may want to tell you about a problem you should:

- arrange a time and place where you can talk confidentially as soon as possible after the child has initiated contact
- stay calm and reassuring
- explain that you cannot promise to keep what the child tells you a secret
- listen to and believe what the child tells you; never stop a child who is freely recalling significant events – explain that whatever the circumstances, he/she is not to blame for the incident
- do not press for details or interrogate the child – some cases of abuse need further and possibly extensive investigation. It is better for the child if he/she does not have to repeat the details unnecessarily:
- ask the child whether he/she has told anyone else
- if the child hasn't, ask him/her who would be a good person to tell
- tell the child that you will help him/her to tell that person
- explain that there are other people that you might have to contact. (Who these people are depends on the procedure adopted.)
- don't make any promises to the child – the situation may cause you to react emotionally. Whilst this is an understandable and natural reaction, at such times it is possible that you may make promises which cannot be fulfilled.

- tell the child that you are pleased that he/she decided to tell someone, and he/she was absolutely right to tell.
 - let the child know you understand how hard it is to talk about such experiences.
- 5.3** Record the discussion accurately as soon as possible after the event, even if it is information you do not understand fully or like writing down. It is important – stick with it. See *Appendix 3 (a&b)* for sample form.
- 5.4** Contact a Designated Person within the Society for advice/guidance. The Designated Person will then discuss the concern/suspicion with the Children’s Officer who will decide whether or not to discuss with Social Services and if appropriate make a direct referral.
- 5.5** Make direct contact with Social Services if the Children’s Officer is not available or it is inappropriate to approach him/her. See *Appendix 4* for details.
- 5.6** Record any discussions or actions taken within 24 hours and ensure that a copy of this record is lodged with the CIYMS Secretary Manager.
- 5.7** Dealing with and reporting abuse can be a distressing experience for all concerned. This is not an excuse for not adhering to the guidelines.
- 5.8** A wide range of possible situations can fall into the category of a disclosure. Because it is impossible to know in advance what a child will say, it is always advisable to follow the above guidelines. Children will probably tell you about incidents involving bullying or bribes, perhaps from peers. Whilst they may have been important enough for the child to tell you about them, they may not require further action outside the club. However, these types of disclosures should be reported in case they are part of a pattern of series of events that need dealt with.
- 5.9** It is important to maintain confidentiality.
- (i). There needs to be trust between colleagues so the issues can be shared.
 - (ii). You do not speak to any unauthorised individuals.
 - (iii). Information should only be shared on a need to know basis. In the first instance it should be passed to the Children’s Officer who will consider what to do next. The Chairman of the Society Management Committee should be kept informed by the Children’s Officer of any issues relating to child protection but does not necessarily need to know the details of individual cases. Where a decision is taken to share information it must be shared for a purpose and not for the sake of gossip.
 - (iv). Information should be accurate and not sensationalised.

6. PROCEDURES FOR THE RECRUITMENT OF COACHES / VOLUNTEERS

The vast majority of people who want to work with children are well motivated. Nevertheless good procedures will help screen those who are not suitable.

- 6.1** Consider the skills needed for the job – is the person suited to the task.
- 6.2** Ask all coaches and volunteers to supply information in writing – see *Appendices 5 & 6*.
- 6.3** Confirm their identity.
- 6.4** Ask for written references – see *Appendix 7*.
- 6.5** Meet the coach or volunteer, explore the information contained in the documentation, check out attitudes and make sure the coach or volunteer is aware of the Child Protection Policy and guidelines.
- 6.6** All decisions should be ratified by the Section Committee. Decisions are the responsibility of the Section – not any one individual in it.
- 6.7** Seek a Disclosure Certificate for those positions that will have regular contact children through the AccessNI criminal records disclosure service (*see Appendix 11 for sample form*).

7. **PROVIDING EFFECTIVE MANAGEMENT FOR COACHES AND VOLUNTEERS THROUGH SUPERVISION, SUPPORT AND TRAINING**

Working with children is both worthwhile and fulfilling but also challenging. All coaches and volunteers should be well informed, trained, supervised and supported so that they are less likely to become involved in actions which can lead to harm or can be misunderstood.

Coaches and volunteers should be familiar with the Society's Child Protection Policy and code of behaviour as well as other policies such as health and safety.

Coaches and volunteers performance should be kept under review and they should have the opportunity to share concerns, anxieties or worries about any matter.

The Society should identify both individual and common training needs of coaches and volunteers and ensure that they are addressed. Training should include raising awareness in child protection, health and safety and particular skills training.

In order to address these needs the Society will undertake a series of activities and actions which will be subject to regular review, amendment and addition and which will be monitored for progress.

- The Society will maintain a written record of its child protection training activities and confidential records of matters dealt with under its Child Protection Policy.
- Coaches and volunteers must be either members of the Society or parents of young members and must have undergone the Society's child protection vetting process.
- The Society will strive to keep comprehensive up to date records of all its members, coaches, volunteers and children including up to date addresses and telephone numbers. This information will be maintained and used in accordance with sound Data Protection principles.
- All coaches and volunteers working with children will be provided with a full copy of the Child Protection Policy and will be given a one to one or small group briefing on it by a Designated Person or other suitably informed person approved by a Designated Person.
- The Society will encourage Designated Persons to attend relevant training courses on child protection and if necessary and subject to a prior decision by the CIYMS Management Committee, will pay course attendance fees.
- The Society will make contact with the child care professionals working in the geographical area to open lines of communication and to seek advice

and guidance on issues such as awareness of abuse, statistics, good practice, other sources of information, voluntary bodies etc., in order to assist with the objective of raising the general awareness of the importance of child protection within the Society.

- The Society will contact other voluntary clubs and associations in the general area as well as the local schools to ensure that information about any proposed training or plans to have a visiting speaker by one of these local bodies or by the Society is made available to those concerned.
- The Society will actively encourage coaches and volunteers to undertake appropriate Coaching Northern Ireland or other recognised coaching courses of other governing bodies.
- The Society will actively encourage coaches and volunteers to undertake appropriate first aid training.
- The Society will seek to develop a close working relationship with its local District Council, particularly those sections dealing with sport and recreation and youth matters.
- The Society will seek to develop mechanisms whereby the children have an opportunity to present their views or comments on any matter to do with the running of their Section for the consideration of the relevant Section, for example by providing comment/suggestion sheets (in the form of anonymous cards).

The Church of Ireland Young Men’s Society believes that all children have the right to feel **SAFE and have **FUN** while playing sport.**

If there is something worrying you, don’t keep it to yourself!

There is always someone to turn to:

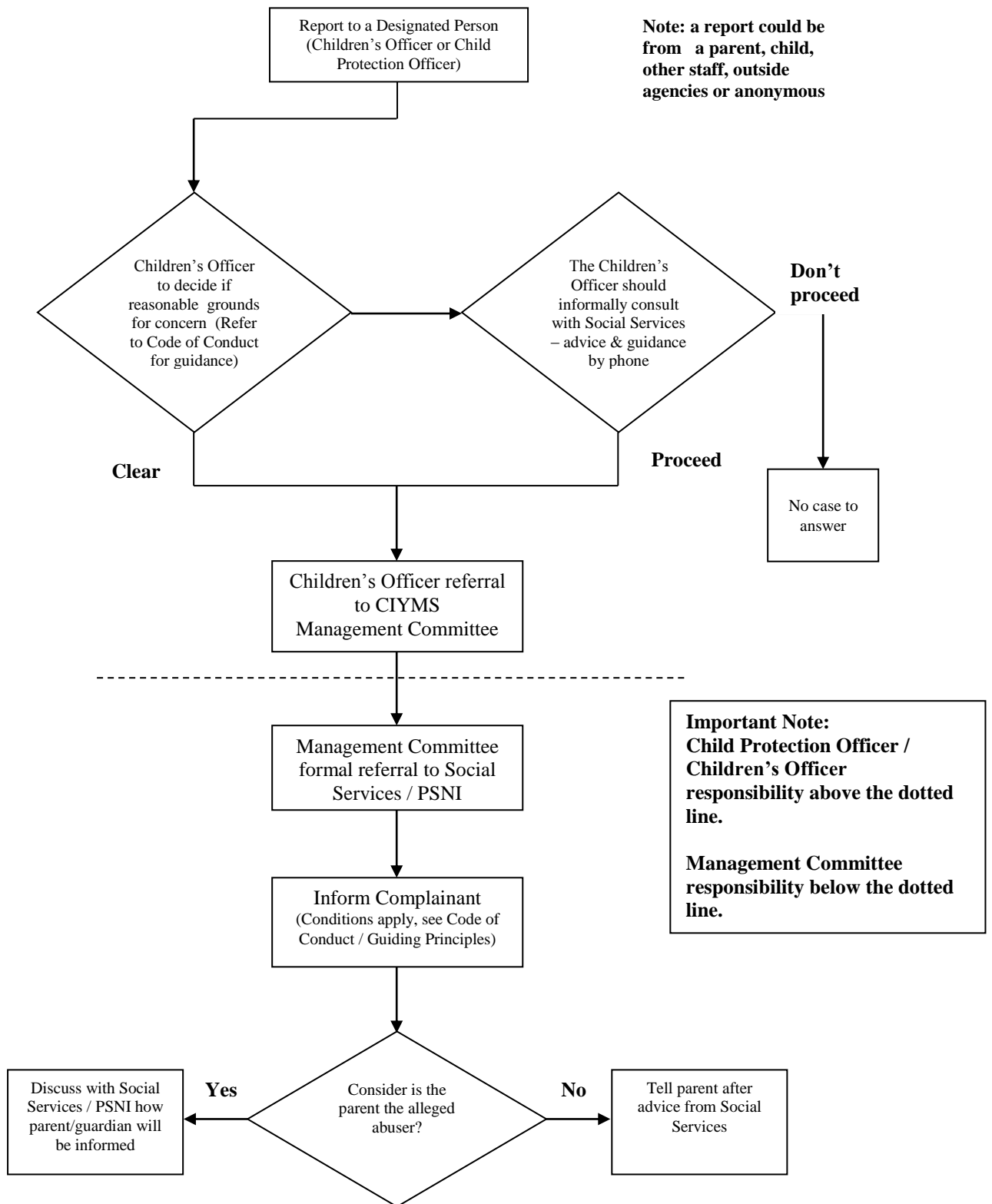
- **a parent**
- **a teacher**
- **a school counsellor**
- **a doctor**
- **a CIYMS ‘Designated Person’**

The CIYMS ‘Designated Persons’ are:

Children’s Officer: *Secretary Manager CIYMS*

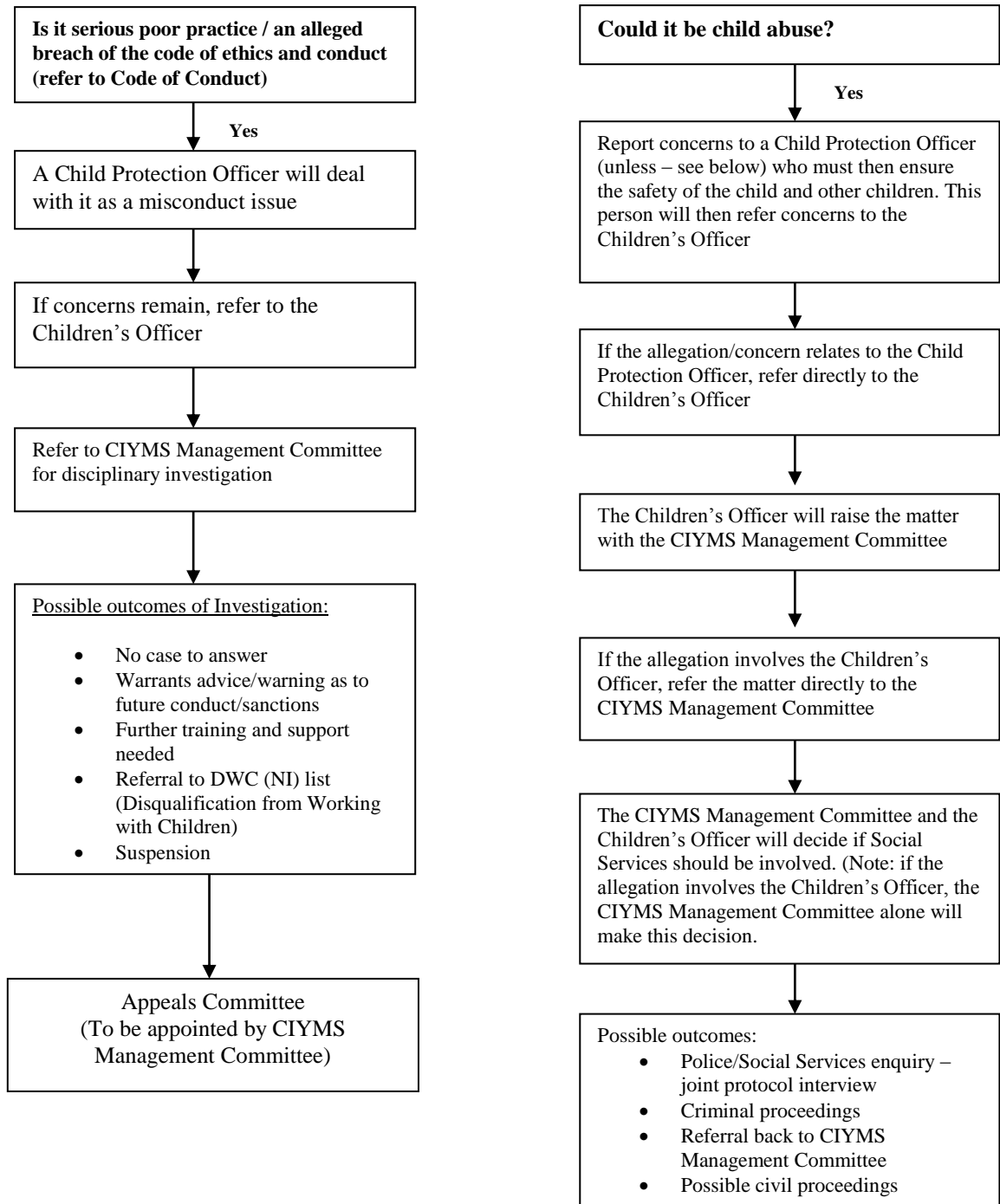
Child Protection Officers: *See Relevant Notice Boards*

Procedures to follow when the complaint is about possible abuse outside the organisation



**Procedures to follow if you are concerned
about the behaviour of a staff
member/volunteer**

APPENDIX 2b



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's internal disciplinary process.

INCIDENT RECORD FORM PART 1

Name of Organisation:
Your Name:
Your Position:
Child's Name:
Child's Date of Birth:
Child's Address:
Parents/Carers Names & Address:
School Attended:
Date and time of incident:
Your Observations: (What has prompted the concerns? – Include dates and times of any specific incidents)
Record exactly what the child said and what you said: (Remember, do not lead the child and record actual details.) Record on a separate sheet if necessary.
Action taken so far:
Have the parents been contacted? If so, what was said?

INCIDENT RECORD FORM PART 2

External Agencies contacted (record date & time):	
Police Yes / No	If “Yes” which location: Name & Contact No.: Details of advice received:
Social Services Yes / No	If “Yes” which location: Name & Contact No.: Details of advice received:
Governing Body Yes / No	Name & Contact No.: Details of advice received:
Local Council / Education Dept. (if appropriate) Yes / No	If “Yes” which location: Name & Contact No.: Details of advice received:
Other (e.g. NSCPCC) Yes / No	If “Yes” which: Name & Contact No.: Details of advice received:
Signature:	Date:
Print Name:	

Remember to maintain confidentiality on a *need-to-know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those that need to know.

NB: A copy of both parts of this form should be sent to Social Services and to the Governing Body Children’s Designated Officer for monitoring purposes.

REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

SOCIAL SERVICES OFFICE

South East Belfast Trust,
Family & Childcare Office,
414 Ormeau Road
Belfast
BT7 3HY

☎ 028 90204550

POLICE SERVICE OF N.I.

East Belfast District Command Unit,
Strandtown Station,
1-5 Dundela Avenue,
Belfast
BT4 3BQ

☎ 028 90650222

Child Abuse Rape Enquiry Unit,
Willowfield Station,
277 Woodstock Road,
BT6 8PR

☎ 028 90650222 Ext 23598

NSPCC

24-Hour Helpline

☎ 0808 800 5000

VOLUNTEER APPLICATION FORM FOR THOSE **WITH**
SUBSTANTIAL ACCESS TO CHILDREN

CONFIDENTIAL

Name

Address

Tel _____ Date of Birth _____

National Insurance Number

Are You (Please Tick)

Employed Unemployed Student
Homemaker Retired Other

Previous Work Experience

Have You Previously Been Involved in Voluntary Work YES / NO
If Yes Please Give Details

How Much Time can You Commit? (Please Tick)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Do you have any spare time hobbies, interests or activities?

Any other relevant information?

Please provide names & addresses of two people whom we could contact for a reference who have known you for 5 years and are not relatives.

Name _____	Name _____
Address _____	Address _____
_____	_____
_____	_____
Tel _____	Tel _____

DISCLOSURE OF CRIMINAL CONVICTIONS

Please read this information carefully

Statement of non-discrimination

CIYMS is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients/customers and employees.

For the purposes of your application for the post of Volunteer it is our policy to ask for a check to be carried out by the AccessNI criminal records disclosure service. The purpose of the check is to make sure that people are not appointed who might be a risk to vulnerable people.

The check will tell us whether you have a criminal record which might have a bearing on your suitability. Any information which we receive will be treated confidentially and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

Advice to Applicants

Please complete this form as accurately as possible and return it marked 'Confidential'. An arrangement will be made with you to discuss any clarification that is required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You must include all offences, even minor matters such as motoring offences, and 'spent' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless CIYMS considers that the conviction renders you unsuitable. In making this decision CIYMS will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Date of Conviction	Offence	Sentence

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post

Please continue overleaf if necessary

Have you ever been convicted of a criminal offence or been the subject of a caution, a Bound Over Order, or are you at present the subject of criminal investigations?

Yes No

If "Yes", please state below the nature and date(s) of the offence(s)

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (N.I.) 1987 you should declare all convictions including 'spent' convictions.

I understand that a AccessNI Disclosure Certificate will be requested out before my application for registration / appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

I declare that any answers are complete and correct to the best of my knowledge

Signature _____

Date _____

Please return the completed forms to

The Secretary Manager
CIYMS
91 Circular Road
Belfast
BT4 2GD

Thank you for your interest

VOLUNTEER APPLICATION FORM FOR THOSE **WITHOUT**
SUBSTANTIAL ACCESS TO CHILDREN

CONFIDENTIAL

Name

Address

Tel _____ Date of Birth _____

National Insurance Number

Are You (Please Tick)

Employed Unemployed Student

Homemaker Retired Other

Previous Work Experience

Have You Previously Been Involved in Voluntary Work YES / NO
If Yes Please Give Details

How Much Time can You Commit? (Please Tick)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Do you have any spare time hobbies, interests or activities?

Any other relevant information?

Please provide names & addresses of two people whom we could contact for a reference who have known you for 5 years and are not relatives.

Name _____	Name _____
Address _____	Address _____
_____	_____
_____	_____
Tel _____	Tel _____

DISCLOSURE OF CRIMINAL CONVICTIONS

Please read this information carefully

Statement of non-discrimination

CIYMS is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients/customers and employees.

Below you are asked to disclose any criminal convictions except those which are considered 'SPENT' under the Rehabilitation of Offenders (NI) Order 1978. Having unspent convictions will not necessary debar your application from being considered.

Advice to Applicants

Please complete this form as accurately as possible and return it marked 'Confidential'. An arrangement will be made with you to discuss any clarification that is required.

Thank you for your co-operation.

Date of Conviction	Offence	Sentence

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post

Please continue overleaf if necessary

I declare that any answers are complete and correct to the best of my knowledge

Signature _____

Date _____

Please return the completed forms to

The Secretary Manager
CIYMS
91 Circular Road
Belfast
BT4 2GD

Thank you for your interest

CIYMS VOLUNTEER REFERENCE FORM

Mr/Mrs/Miss (delete as appropriate) _____ has expressed an interest in becoming a volunteer working with children in CIYMS and has given your name as a referee. The position involves substantial access to children and as an organisation committed to the welfare and protection of children, we are anxious to know – do you have any reason at all to be concerned about this applicant being in contact with children or young people?

Yes No (If you have answered “Yes” we will contact you in confidence.)

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential and will only be made available to members of the Society’s Management Committee on a need-to-know basis. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person? _____

In what capacity? _____

In your opinion, what attributes does this person have to make them a suitable volunteer?

How would you describe their personality?

Please rate this person on the following (please tick as appropriate):

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Motivation of Others					
Energy					
Trustworthiness					
Reliability					

Print Name: _____

Address: _____

Signed: _____

Date: _____

Church of Ireland Young Men's Society

Self Declaration Form

CONFIDENTIAL

Part A

If you need more space to enter your details, or wish to give additional information, please use a separate sheet.

PERSONAL DETAILS

Surname: _____

First Name(s): _____

Address: _____

_____ Postcode: _____

E-Mail: _____

Home telephone number: _____

Mobile telephone number: _____

Work telephone number: _____

CONFIDENTIAL

Part B

The Church of Ireland Young Men's Society aims to promote equality of opportunity for all persons and welcomes participation from a wide range of individuals, including those with prior criminal records. All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your involvement with ourselves this will depend on the circumstances and background to your offence. If you fail to disclose an offence and we are later informed of any undisclosed criminal matter, you may be subject to disciplinary action. Evaluation of information is based on strict confidentiality and discretion.

1. **Have you ever been convicted of any criminal offences or accepted any reprimands or cautions or Police warnings?**

Yes No

If yes, please supply details of any criminal convictions:

2. **Are you a person known to any Social Services department as being an actual or potential risk to Children or Vulnerable Adults?**

Yes No

If yes, please supply details:

3. **Have you ever had a disciplinary sanction relating to child or vulnerable adult abuse?**

Yes No

If yes, please supply details:

4. **Have you ever been the subject of an abuse investigation or enquiry?**

Yes No

If yes, please supply details:

Name: _____ Date of Birth: _____

Signature: _____ Date: _____

Please return this form to:

**The Secretary Manager, CIYMS, 91 Circular Road, Belmont, Belfast BT4 2GD
Please mark the envelope 'Private and Confidential – SDF'**

Church of Ireland Young Men's Society
Disclosure Information Security Policy

CIYMS will ensure that:

- Disclosure information is not passed to persons who are not authorised to receive it under section 124 of Part V of the Police Act;
- Disclosure information is available only to those in the organisation who need to have access in the course of their duties;
- it will not retain Disclosures or a record of Disclosure information for longer than is required for the particular purpose. This will be no longer than six months after the date on which recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period will only be exceeded in very exceptional circumstances which justify retention for a longer period;
- all sensitive and personal Disclosure information is stored when not in use in a locked and non-portable container in a secure environment;
- it co-operates with AccessNI to undertake assurance checks as to the proper use and safekeeping of Disclosure information; and
- it reports to AccessNI any suspected malpractice in relation to this policy or any suspected offence concerning the handling or storage of Disclosure information.

Church of Ireland Young Men's Society **Disclosure Information Policy Statement**

General Principles

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust and volunteers, CIYMS complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. CIYMS also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is to be kept securely, in a lockable, non-portable storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. CIYMS maintains a record of all those to whom Disclosures or Disclosure information have been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant eg volunteering) decision has been taken, CIYMS does not keep Disclosure information for any longer than is necessary. Information will be destroyed once a decision regarding recruitment, volunteering or otherwise has been made.

Disposal

Once the retention period has elapsed, CIYMS will ensure that any Disclosure information is immediately destroyed by secure means. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle. CIYMS will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure or any other relevant non-conviction information supplied by police but not included on the Disclosure. However, despite the above, CIYMS may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the AccessNI unique reference number of the Disclosure Certificate and the details of the recruitment, volunteering or otherwise decision taken.