

**Introduction to
AccessNI Disclosure & Vetting
Service
Northern Ireland**

Provided by the

**CCPAS Disclosure Unit
0845 120 45 49**

CHURCHES'

Child Protection

ADVISORY SERVICE

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Introduction

Criminal records checks are available to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Checks are available to anyone involved in working with children or vulnerable adults in certain situations.

In April 2008 the Northern Ireland Assembly introduced new procedures to enable organisations, including churches, to check the criminal record and background of any prospective employee, volunteer or trustee involved in the care, training or supervision of children and vulnerable adults.

The government agency set up to administer these new procedures is Access Northern Ireland known as AccessNI or ANI. Applications for criminal record checks and other information, known as a Disclosure, have to be made through a Registered Body. Most churches and organisations do not qualify to apply to become a Registered Body but checks are possible through another agency (such as CCPAS) known as an umbrella organisation appointed by AccessNI. CCPAS is one such organisation that can also help users reach appropriate decisions where offences or concerns are revealed by a check.

Independent Safeguarding Authority / Vetting and Barring Scheme

Following the tragic murders in Soham the Bichard Inquiry questioned the way employers recruit people to work with vulnerable groups, and particularly the way background checks are carried out. Recommendation 19 of the Inquiry Report highlighted the need for a single agency to vet all individuals who want to work or volunteer with children or vulnerable adults and to bar unsuitable people from doing so.

The ISA was set up to fulfil this role across England, Wales and Northern Ireland. Scotland is setting up a similar authority linked to the ISA.

In summary, the Act says:

- The ISA will make all decisions about who should be barred from working with children and vulnerable adults
- The activities include both paid and unpaid (voluntary) work
- There will be two separate but aligned ISA Barred Lists (one for those barred from working with children and one for those barred from working with vulnerable adults). Barred individuals can be placed on one or both of these lists
- Some offences will automatically result in the individual being barred, without leave to appeal or to make mitigating representations
- Relevant information about an individual should be referred to the ISA from interested parties such as employers, regulatory bodies or even concerned members of the public (through a recognised authority such as social services)
- Individuals listed on one of the ISA Barred Lists may have the right to appeal to the Care Standards Tribunal on a point of fact or law but not on the ISA's decision
- A series of new criminal offences will be created to enforce the new scheme. These will relate to both employers and employees.

The Vetting and Barring Scheme (VBS) started its initial phase in October 2009 with: the creating of the two new barred lists; a legal duty to refer information and the widening of the categories of people who can be checked (particularly for vulnerable adults' workers). From July 2010 those working with children and / or vulnerable adults can apply to register with the VBS. This will be done via an AccessNI application form and will be phased in over a five year period to avoid 11 million eligible people applying at once!

In most cases organisations will still need to carry out a criminal records check in addition to checking a person's status on the scheme. This is because some offences may not cause an individual to be barred from working with children or vulnerable adults but may be relevant for the position the person has applied for eg

serious driving offences for someone applying as a youth worker where the duties include driving the youth mini bus.

For full details please follow the link to our website <http://www.ccpas.co.uk/ISA.htm>

What is a 'Disclosure'?

There are three levels of Disclosure, each representing a different level of check: Basic, Standard and Enhanced.

Basic Disclosure application forms are completed by the applicant and sent directly to AccessNI-this is not a level of check that CCPAS are involved in as it doesn't cover those working with children and vulnerable adults.

Standard and Enhanced Disclosures are completed jointly by the applicant and either a Registered Body or an Umbrella Body (such as CCPAS) before being sent to AccessNI. Those applying to work with children or vulnerable adults will require an Enhanced Disclosure.

AccessNI Performance Targets

- Basic Disclosures 90% within 2 weeks
- Standard Disclosures 90% within 3 weeks
- Enhanced Disclosures 90% within 4 weeks

Those applying for Disclosures should ensure they have built in time for the Disclosure process to take place during recruitment. Enhanced Disclosures can take some time due to the more comprehensive nature of the search. No inferences should be drawn from the length of time a Disclosure takes.

Enhanced Disclosure

An Enhanced Disclosure should be applied for where the appointment involves a substantial degree of contact with children or vulnerable adults including regularly caring for, supervising, training or being in sole charge of such people. This applies to most people working with or responsible for children in a church situation. All the information sources listed above will be checked as well as local police records. In a very small number of cases, and usually to protect a current police investigation, additional information is sent separately to the Counter-Signatory, who is the person at the Registered Body responsible for handling the disclosure application. This information would not be revealed to the applicant but with police agreement be made available to those within the church or organisation involved in the recruitment decision.

Standard Disclosure

A Standard Disclosure is no longer available for those working with children or vulnerable adults.

Databases Searched

AccessNI will search the following databases for every application.

- The Criminal Record Viewer – which contains the NI criminal record, and
- The Police National Computer – which contains the GB criminal record.

For Enhanced Disclosures, the following sources will also be searched if: the necessary children's or vulnerable adults' statement is made, and the position applied for involves working with children or vulnerable adults:

Lists Searched

- Disqualification from Working with Children (DWC (NI) List
- Disqualification from Working with Vulnerable Adults (DWVA (NI)
- List 99 held by DCSF

- DoH PoCA and PoVA lists
- Unsuitable Persons List held by DE
- Relevant Scottish Lists

For Enhanced Disclosures only, AccessNI will ask relevant Police Forces throughout the UK for any additional non-conviction material, including cases pending, which the Police consider relevant for disclosure.

Paid Worker or Volunteer?

AccessNI charges a statutory fee in relation to paid workers. There is no statutory fee in regard to 'volunteer' applications, though CCPAS make a charge to cover our expenses after the first year's 20 free checks.

Access Northern Ireland will provide free disclosure services to volunteers. For the purposes of ANI's services, and subject to the exclusions set out below, we have defined volunteer as follows:

Anyone who gives their time in a position in a non-profit organisation, free of charge, doing something for the good of the community or a voluntary group (for which they may get travelling and other out-of-pocket expenses) and which is not for their own benefit or for the benefit of a close relative.

Exclusions are:

- where the person is volunteering directly for a statutory organisation; or
- where the person is volunteering for a non-profit organisation in a position which delivers statutory services under contract or in a specific project, for which that organisation has received funding from the government which includes provision covering the costs of disclosures for volunteers.

Checks for Clergy and Leaders with Overall Charge

Most checks carried out by CCPAS are for church workers who are appointed locally. However, most Clergy, for example, hold their appointment by virtue of a Bishop's License. For other leaders it may be a different external accreditation process. Because this type of appointment and therefore any disciplinary matters are handled outside the local church, CCPAS would regard the appropriate person at the denominational headquarters as being directly involved in the recruitment process and therefore reserves the right to discuss a Disclosure with this person. The use of the CCPAS Disclosure Service by a local church or branch of an organisation is conditional on this.

How the Appointment Process Should Work

The appointment process should not operate in isolation from a working child protection policy prepared in accordance with the principles contained in the official government guidance Department of Health, Social Services and Public Safety in the document 'Co-operating to Safeguard Children (2003).– see CCPAS manual 'Safe and Secure', available in the members' area of our website.

It is important to stress to applicants that having a criminal record should not necessarily bar the person from being appointed unless children or vulnerable adults would be put at risk. The scope of a criminal records check must be explained to the applicant, including the fact that strict confidentiality is observed.

Information relating to the Rehabilitation of Offenders and Safe Storage policies should be made available for applicants to see. Importantly, individuals should also be asked to complete a job application form and self-declaration form before a check is applied for. This gives a person the opportunity to discuss any past issues which could emerge in a check. In such circumstances advice can be given on whether or not information would prevent someone working with children or vulnerable adults. Also, later on where there is a 'blemished' disclosure, the information given by the applicant in a self-declaration can in some cases help in

determining the outcome (for example, in assessing their honesty). We advise that the self-declaration form should, when completed, be returned separately in a sealed envelope to the Recruiter. See the Safe and Secure manual for further information and the model form.

If, following an interview and taking up references, the church/organisation is satisfied the applicant is suitable for the position, they will be given an AccessNI Disclosure Application Form to fill in. Once this has been done, the form must be passed to the Recruiter who will check evidence of identity from original documentation, complete the Recruiter's section on the form and send it to the Registered Body (e.g. CCPAS). Detailed advice on this is contained in the CCPAS Recruiters Guide. (This document will be issued by email once we have received the Lead Recruiter's Disclosure and approved them.)

The Counter-Signatory at CCPAS checks and signs the Disclosure application and then forwards it to AccessNI. Once processed, a certificate will be issued by AccessNI to the job applicant and the Registered Body (CCPAS). CCPAS then sends the certificate with a covering letter to the Recruiter; except if the applicant is a Recruiter in which case CCPAS will retain and destroy the certificate.

If a past conviction is revealed on the certificate, the Recruiter will be informed that they can consult a named individual at CCPAS to help them reach an appropriate employment decision. This person is not involved in the day-to-day work of the CCPAS Disclosure Service to ensure confidentiality.

AccessNI Code of Practice

Churches and organisations wanting to use the Disclosure Service are required to comply fully with the AccessNI Code of Practice. Individuals or organisations that do not comply risk failing in their obligations, or even committing an offence, under the Human Rights Act and Data Protection Acts. The main requirements of their Code of practice are contained within our guidelines that we issue you and the model policies found at the back of this document-please read them carefully. For detailed information please see 'A Guide to AccessNI' which can be found in the members area of our website under the AccessNI section.

Ex-Offenders

The fact that a person has a criminal record can be irrelevant to the job for which they are applying. Employers will need to decide, given the nature of the job they are trying to fill, whether they wish, or are required by law, to seek a Disclosure Certificate.

If there is no legal obligation, a Disclosure Certificate need not be a blanket requirement in all circumstances.

It is good employment practice that all applicants should be asked to disclose appropriate convictions.

It is essential that anyone who has been convicted is treated fairly.

All employers should have available a written policy on the recruitment of people who have been convicted in the past. The Northern Ireland Association for the Care and Resettlement of Offenders (NIACRO) have produced a guide entitled Working with Conviction to assist employers facing such situations. A copy of the guide is available from NIACRO offices or by contacting them at 02890 320157 or www.niacro.co.uk or you can use our model policy at the back of this document.

Anyone applying for a position should be informed at the outset if a Disclosure Certificate is required. This will provide a basis for the person to decide whether or not to apply for the post. Organisations should emphasise that this information will be used only to assess the person's suitability for employment in so far as it is relevant and that they will be considered on merit and ability and not discriminated against unfairly.

The information contained on a Disclosure Certificate is very sensitive and should only be sought where there is a legitimate need. Certificates must not be used as a means of turning down job applicants simply because they have a criminal record.

Employers must therefore ensure that they carry out an objective risk assessment in considering the relevance of the conviction to the post on offer.

It is for the employer to decide the appropriate level of check.

However, if an individual's name is included (other than provisionally) on the DWC (NI) List or the UP List they are disqualified from working in a regulated position and it is an offence to employ them in such a position.

It is also an offence for the individual to seek work in a regulated position.

If an individual is listed on the DWVA (NI) list they are disqualified from working in a care position and it will be an offence to employ them in such a position. It will also be an offence for the individual to seek work in a care position.

Responsibilities to refer where there is cause for concern

As users of the AccessNI service you have a responsibility to refer any concerns you have about any individual employed by you (whether paid or voluntary) to the appropriate statutory and regulatory authorities. As per your safeguarding policy in some instances individuals may need referring to their appropriate lists. CCPAS as your umbrella body will offer you advice and support concerning this as well as our usual support should you receive a blemished disclosure or need help on any other issue.

Statement of Intent

Definition

A statement of intent is the written policy of the church or organisation on how it manages, handles and stores completed Application Forms and Disclosure Certificate information. This statement should be displayed in the organisation's offices and copies made available on request for us and anyone seeking disclosures.

The document should be signed and dated by the Lead Recruiter or Senior Leader of your organisation and reviewed on a regular basis.

The statement should be consistent with information provided by AccessNI.

If assistance with preparing this document is required, the Lead Recruiter or Senior Leader should contact us on 0845 1204549

It is a requirement for the AccessNI Code of Practice that all organisations registered with us must have a written policy on the correct handling and safekeeping of Disclosure information.

To help our members meet this requirement we have produced a sample policy statement, which can be used or adapted for this purpose.

Registering with the CCPAS Disclosure Service

Carrying out criminal records checks is just one part of a safe recruitment policy. For this reason, it is necessary to become a member of CCPAS to access the CCPAS Disclosure Service. If you are not an existing member then you can join by completing the CCPAS Disclosure Unit Registration Form. Membership includes 20 free checks for volunteers during the first year. This assumes a minimum membership period of two years. If you leave before the minimum time, the free checks will need to be paid for. Members also receive monthly 'Updates' via email on changes in legislation, government guidelines and CCPAS recommended working practice. Members can also access the Safe and Secure manual in the members' area of the website, (the comprehensive CCPAS safeguarding manual). The recommended donation for this

service is £80.00 per annum but if you are a larger church/group/organisation could you consider donating more? If your church or group already offer financial support to CCPAS, please indicate if you wish to become a member without further donation.

Additional Volunteer checks will cost £12.00 including VAT and this charge will be levied for all volunteer checks after the first year. Each check for a paid worker is £42.00 (incl VAT). This covers the £30 fee levied by AccessNI .

Returned Forms

Forms returned to the sender because they have been incorrectly completed will incur a charge of £4.50 including VAT per form. Incorrect forms cause a significant increase in workload and this charge contributes to covering administrative costs.

Payment

Both the initial donation for membership and subsequent payments should be made by Direct Debit. Specific charges for disclosures are collected on a monthly basis using this means. You will receive a Direct Debit notification by email giving 15 days notice before any monies are taken. Payment cannot be made using any other method.

NB. CCPAS seeks only to cover the costs of running its Disclosure Service and makes no additional charge for providing consultation on good working practice or individual appointments. Research suggests CCPAS charges are significantly lower than most other Registered Bodies and none of these provide the additional support CCPAS offers.

Training

CCPAS training and support to the Recruiters and the wider church/organisation is second to none. We provide two types of training. We have over many years run basic child protection awareness programmes, 'Facing the Unthinkable', which are held in various parts of the country. A distance learning course of the same name is based on DVDs. We are also running training sessions for Recruiters covering current issues – for further information see the CCPAS website.

How to Register

To register and become a member as described above, the church or organisation will need to do the following:

1. Agree to formally adopt a policy on the fair treatment of all applicants and the handling and safe keeping of information (Appendices A and B) and agree to work within the AccessNI Code of Practice. These documents should be kept securely. We accept that an organisation may still be working on these documents at the point application is made to join the CCPAS service. However, these documents must have been formally adopted and available to applicants before the Recruiter begins to process checks for workers.
2. Complete and return the CCPAS Disclosure Registration Form including the Direct Debit section. (If you already have a Direct Debit arrangement for CCPAS membership you need only complete the form, not the Direct Debit mandate.)
3. Upon receipt of your Registration Form, new members will receive from CCPAS a membership pack and an email from us with an electronic version of the AccessNI Disclosure Application Form and Guidance Notes.

4. The proposed Lead Recruiter should then complete the AccessNI Disclosure Application Form for an Enhanced Disclosure. Alternatively, we will accept an enhanced disclosure less than a year old. The original certificate should be sent to CCPAS at the time of sending the registration.
5. Send the completed *AccessNI Application form* and *Lead Recruiter's* personal identification (see notes below) via Royal Mail Special Delivery to:

CCPAS Disclosure Unit, PO Box 133,
Swanley, Kent BR8 7UQ.

Please enclose a self-addressed Special Delivery pre paid envelope for the return of your ID. This can be obtained from the Post Office. Please note that we cannot be held responsible for any ID that goes astray in the post and this is our only recommended method of posting.

6. Upon receipt of clearance from AccessNI, CCPAS will confirm registration by email enclosing the CCPAS Recruiters' Guide, Recruiters' Validation Form, and an electronic version of the Disclosure Application Form and Guidance Notes for you to keep and use for your workers. From then on the church/organisation can use the CCPAS Disclosure Service to carry out criminal records checks on additional Recruiters and Workers. Completed applications can be sent to CCPAS for processing without having to send in personal ID as these will have been inspected by an approved Recruiter.

Notes:

Listed below are the main means of identification accepted by AccessNI to be enclosed with the Disclosure Application. They must be the original documents (not photocopies) and in the applicants' current name.

- (i) One of the following:
 - valid passport (any nationality)
 - full UK driving licence (showing date of birth) either old style paper form or photo-card accompanied with the paper counterpart.
 - original UK Birth Certificate
- (ii) Proof of change of name (e.g. marriage certificate) we do insist on seeing evidence of this if you are applying to be a Recruiter.
- (iii) Two of the following that confirms the applicant's current address and has been issued within the preceding three months:
 - Utility Bill
 - Credit Card Statement
 - Bank Statement
 - Store Card Statement
 - P45/P60

Once a Lead Recruiter has been accepted, any additional Recruiters do not have to submit their identification to CCPAS but it must be seen and checked by the Lead Recruiter. This process is explained in the CCPAS Recruiters Guide.

When completing the AccessNI Disclosure Application Form take care to follow all the instructions contained in the guidance notes. If mistakes are found by CCPAS, please bear in mind the form will be returned for correction and a charge will be made for this.

CCPAS aims to complete registration and the Disclosure Application within 28 days but this is obviously dependent upon ANI responding within their timescales.

Contacting the CCPAS Disclosure Service

The Disclosure Service is open every weekday but times may vary. If the office is closed, opening times will be available on the Disclosure Service answerphone.

The dedicated telephone line is: 0845 120 45 49

Email: disclosure@ccpas.co.uk Website: www.ccpas.co.uk

APPENDIX A CCPAS Model Equal Opportunities Statement

NB. This policy has been drafted for a Christian care organisation and would need to be adapted to suit the needs of others eg a church or non-faith group.

- 1 (Insert name of organisation) is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from (name of organisation) will be treated less favourably than any other person on any grounds.
- 2 In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.
- 3 As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. These posts are specified in the (state where) and kept under regular review. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented in accordance with Employment and Race Directives issued by the government and ACAS guidance.
- 4 As an organisation using the AccessNI Disclosure Service to assess applicants' suitability for positions of trust, the church/organisation undertakes to comply fully with the AccessNI Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed.
- 5 A Disclosure is only requested if relevant for the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
- 6 Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent separately and in confidence to the Recruiter within the organisation and we guarantee that this information will only be seen by those who need to, as part of the recruitment process.
- 7 Unless the nature of the position allows questioning about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act. (By definition those working with children or vulnerable adults would be expected to disclose details of their full criminal history.)
- 8 We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act
- 9 At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

- 10 Every person under-going an AccessNI check will be made aware of the AccessNI Code of Practice and a copy will be available on request.
- 11 We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

APPENDIX B Handling, Use, Secure Storage, Retention & Disposal of Disclosures and Disclosure Information

In consideration of our use of AccessNI, to help assess the suitability of applicants for positions of trust, we agree to comply with the AccessNI Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention, and disposal of Disclosures and Disclosure information.

General Principles

As an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, (Organisation Name) complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply 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 be kept securely, in lockable, non-portable, storage containers (e.g. filing cabinet),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. We maintain a record of all those to whom Disclosures or Disclosure information has 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 e.g. regulatory or for licensing purposes) decision has been taken, we do not keep Disclosure information for any longer than is necessary for the resolution of disputes or complaints. Unless there are exceptional circumstances certificates will be destroyed within six months of the date of issue. Information will not be retained but destroyed once a decision, recruitment or otherwise has been made. If this happens it will be done in consultation with the CCPAS Disclosure Unit who will seek advice from AccessNI giving full consideration to the Data Protection and Human Rights legislation. The conditions regarding safe handling and storage will continue to apply.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecured receptacle (e.g. waste-bin or confidential sack). We 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, we 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 decision taken.

CCPAS - who are we?

The Churches' Child Protection Advisory Service is an independent professional agency offering advice, training and support to churches and organisations across the UK in all areas of child protection and safe working practice. Those registering with its Disclosure Service have access to a wide range of support services including a lo-cost helpline (0845 120 45 50). The helpline is staffed by qualified and experienced social workers and counsellors and includes an 'out of office hours' service for emergencies.

For further information contact us on:

Tel: 0845 120 45 50 (General Enquiries)
0845 120 45 49 (Disclosure Service)

E-mail: info@ccpas.co.uk

Web: www.ccpas.co.uk

CCPAS DISCLOSURE UNIT REGISTRATION FORM - AccessNI

Please complete in BLOCK CAPITALS & BLACK INK and return in an envelope marked Confidential to Disclosure Service, CCPAS, PO Box 133, Swanley, Kent BR8 7UQ.

1. Church/Organisation details

Name: _____

Organisation Type (e.g. church, registered charity): _____

Denomination/Organisation: _____

Statutory Details (company / charity numbers): _____

Established Since: _____ Previous Names: _____

Registered Address: _____

_____ Post code: _____

Tel no: _____ Email: _____

(An email address is essential)

Contact Address: (if different from above. This must be the address of the church or organisation where contact can be made with the Recruiter and where copies of disclosures can be securely received):

Contact Address: _____

_____ Post code: _____

Tel no: _____ Email: _____

(An email address is essential)

Name & Telephone Number of Senior Leader in Church/Organisation (other than the Recruiter or a relative of the Recruiter)

Name: _____ Tel no: _____

2. Are you a CCPAS Member (Updating) already? YES/NO Membership no: _____

3. Lead Recruiter Details: paid worker / volunteer (delete as appropriate)*

Mr/Mrs/Miss/Ms/other: _____ Surname: _____

Forenames: _____ Day-time Tel no: _____

*If you have not deleted this as applicable we will assume you are a paid worker and charge accordingly.

