

Human Resource Quality Manual 3	Issue Date: 17 <sup>th</sup> November 2011
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**CAMPHILL COMMUNITY GLENCRAIG**  
**JOB DESCRIPTION**

<b>Title of Post:</b>  <b>Team Leader</b> 24/72/TL/WEB	<b>Location:</b>  Camphill Community Glenraig
<b>Accountable to:</b> Registered Manager	
<b>Purpose of the Job:</b> Camphill Community Glenraig wish to appoint a qualified social worker or nurse to hold Team Leader Responsibility for Craigmichael Registered Children’s Home. The successful individual, as part of a team, will enable child residents who have learning disabilities and challenging behaviour, to pursue a valued lifestyle by supporting them and ensuring that all their social, emotional, spiritual and daily activity needs are met.  The Team Leader will work on a rota basis that includes unsocial hours and weekends.	
<b>Salary/Hourly Rate:</b>  10 point scale commencing on £33,497 increasing to £42,124 per annum with length of service based on 40-hour week	<b>Hours of Work:</b>  40 hours per week
<b>Closing Date:</b> <b>Tuesday, 12<sup>th</sup> November 2024 @ 4pm</b>	<b>Length of Contract:</b>  <b>Permanent (with a waiting list to be created).</b>

**Key Duties & Responsibilities:**

The Team Leader will:

- Engage in direct work with children to support them in learning life skills through engagement in planned activities
- Maintain an environment which provides residents with the safest and highest quality of care
- As part of a team, identify areas where child’s needs could be better met in a Therapeutic care environment, positively managing behaviours
- Build rapport with the child and provide emotional support
- Provide child with consistent messages in relation to the desired behaviours and focus on the child’s positive behaviours, providing praise and encouragement
- Work together with the Registered Manager and Deputy Manager to develop therapeutic interventions that will assist children with complex issues such as grief and loss, trauma, safety, relationships and development
- Encourage the child in identifying tools for identifying and managing their emotions (e.g. areas of art, recreation, music)

- Monitor own emotional state during escalations, remaining calm and supportive.
- Maintain clear records of work undertaken including assessment and review reports
- Ensure compliance with policies and procedures in relation to incident management in the children's home
- Take responsibility for own professional development
- Maintain and develop knowledge and practice skills through supervision and training linked to continuous registration requirements
- Keyworker duties include Keyworker Reports, and participating in Child Protection and LAC processes
- Participate in the audit program in the Registered Children's Home and in the wider community where required
- Reviewing and revising schedules, liaising with stakeholders and families.
- Form part of the Social Care Safeguarding On-Call team which operates on a rota system

## **Staff**

The Team Leader will:

- Take responsibility for the day to day running of the house in the absence of the Registered Manager/Deputy Manager.
- Work with the Support Team to ensure objectives and methods of work with each resident for the coming week are understood.
- Facilitate and assess staff working to NISCC induction standards and ensure individual requirements are being met.
- Facilitate effective communication processes.
- Supervise staff on a formal basis and facilitate staff performance appraisals and staff personal development profiles.
- Be responsible for undertaking regular coaching, mentoring and supervision of Child Residential Workers working within the home.
- Ensure that all Child Residential Workers uphold the dignity of the residents so that all are enabled to play an active part in the making of day to day decisions.
- Be responsible for identifying training needs of Child Residential Workers, maintaining training records and reporting this to the Registered Manager.
- Ensure that all payroll and other people management processes are completed in an efficient and timely manner as per the Organisations policies and procedures.

## **Administration**

The Team Leader will:

- Maintain and ensure that daily/weekly records of service provision are maintained within resident's files.
- Report any changes in, or concerns about, individual residents to the Registered Manager.
- Take responsibility for receiving and receipting all resident's monies and monitoring petty cash expenditure as applicable following the identified procedure.
- Assist with the budget and management of the house finances.
- Have an awareness of all Looked After Children Policies & Procedures and will deliver services in compliance with RQIA's minimum care standards.
- Ensure a sustainable service through the delivery of support to individuals as per contractual arrangement.

## **Meetings and Training**

The Team Leader will:

- Attend Team Leader and general staff meetings with the Registered Manager to review and plan work.
- Attend individual supervision meetings with the Registered Manager.
- Participate in in-service mandatory training.
- Facilitate NISCC and in-house Induction training for new staff.
- Develop knowledge and expertise in requirements to meet regulatory standards.

- Develop knowledge and expertise of Camphill Community Glenraig's Code of Ethics, Customer Care, and Health and Safety Risk Management System.
- Develop knowledge and expertise on the effects of Learning and physical and sensory disability and any other condition pertaining to the resident's.

**Accommodation / Health and Safety**

The Team Leader will:

- Be aware of and act in accordance with Camphill Community Glenraig's Health and Safety Policy ensuring that all matters of health and safety are given the highest priority and work with the Facilities Manager and Registered Manager to ensure that all requirements in terms of the law are met.
- Be aware of and act in accordance with Camphill Community Glenraig's Safeguarding Policies.
- Conduct all activities in a manner which is safe to themselves and others.
- Carry out health and safety monitoring checklists as indicated including the risk assessment and will report on complaints and adverse incidents.
- Report the need for repairs or maintenance in the accommodation to the Registered Manager and Facilities Co-ordinator.
- Will, in conjunction with the Registered Manager, delegate maintenance and repair work which is the responsibility of the Camphill Community Glenraig, and will follow up that which is the responsibility of outside agencies.
- Will participate in cleaning, cooking etc. as required to ensure agreed standards are maintained.

**General**

- Carry out other duties commensurate with the post.
- Upholding and actively participating in the cultural and spiritual impulses in Camphill Community Glenraig.

**Person Specification:**

***ESSENTIAL CRITERIA*** – all applicants ***MUST*** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

**The following are essential criteria which will be measured at short listing stage:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Education/Training/Qualifications</b>	Level 6 degree in Nursing or Social Work <b>OR</b> Level 5 in Leadership for Health and Social Care  Be Registered to NISCC or NMC.	Recognised qualification in Positive Behavioural Support  Recognised qualification in CPI  Recognised qualifications in Occupational Therapy, Speech and Language Therapy or Health and Social Care.	<b>Application form</b>

<p><b>Experience</b></p>	<p>Demonstrable evidence of 1 years' experience working with challenging behaviours such as verbal and physical aggression preferably in a residential setting.</p> <p>Demonstrable evidence of 1 years' experience working with people with Autism/Learning Disability.</p>	<p>Experience of running or assisting in the running of a home for residents with learning disabilities.</p> <p>Experience of managing staff and/or volunteers</p>	<p>Application form</p>
<p><b>Specialist Knowledge &amp; Skills</b></p>	<p>Knowledge of the residential model of service provision.</p> <p>Knowledge of the effects of disability</p> <p>Ability to motivate others</p> <p>Strong organisational skills</p> <p>Ability to manage own workload and have excellent time management skills</p> <p>Able and willing to take initiative</p> <p>Strong effective communication skills both orally and in writing</p> <p>Understanding of, and willingness to actively support and promote the Camphill ethos</p>	<p>Knowledge of RQIA.</p> <p>Understanding of, and willingness to actively promote the Camphill Ethos</p> <p>Knowledge of Positive Behavioural Support</p> <p>Knowledge of CPI.</p> <p>Knowledge of DHSS&amp;PS Minimum Standards for Residential Children's Home</p> <p>Knowledge of policies &amp; Procedures regarding Looked After Children in Northern Ireland</p> <p>Awareness of Children's Safeguarding Policies &amp; Procedures</p>	<p>Application form</p> <p>Interview</p>
<p><b>Circumstances</b></p>	<p>Flexibility to work on a rota basis that requires day/evening shifts and sleep over duties.</p>	<p>Hold a full and current driving licence valid for use in the UK and Ireland and have access to a car on appointment  <b><i>(This criterion will be waived in the case of a suitable applicant who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post)</i></b></p>	<p>Application form</p> <p>Interview</p> <p>Valid diver licence, business insurance &amp; MOT cert as relevant</p>
<p><b>Other Requirements</b></p>	<p>Access NI check</p> <p>Able to fulfil the Occupational Health requirements for the post</p> <p>Job References</p> <p>Valid work permit</p>		<p>Valid documentation</p> <p>Occupational Health questionnaire</p> <p>2 satisfactory references</p> <p>Work permit</p>

	All applicants must comply with RQIA minimum standards		
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**The following are essential criteria which will be measured at interview stage:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Experience</b>	<p>Experience in planning or implementing and reviewing individual support packages.</p> <p>Experience of providing direct personal care to individuals</p> <p>Prior Key Worker Experience</p> <p>Demonstrate knowledge of the principles of supervisory management.</p> <p>Experience of team working.</p> <p>Experience of working with people with a learning disability/challenging behaviour</p>	<p>Experience of running or assisting in the running of a house for residents with learning disabilities.</p> <p>Experience of managing staff and/or volunteers</p>	<p>Interview</p> <p>Interview</p>
<b>Specialist Knowledge &amp; Skills</b>	<p>Knowledge of the residential model of service provision.</p> <p>Knowledge of the effects of disability</p> <p>Ability to motivate others</p> <p>Strong organisational skills</p> <p>Ability to manage own workload and have excellent time management skills</p> <p>Able and willing to take initiative</p> <p>Strong effective communication skills both orally and in writing</p> <p>Understanding of, and willingness to actively support and promote the Camphill ethos</p>	<p>Knowledge of RQIA.</p> <p>Knowledge of DHSS&amp;PS Minimum Standards for Residential Children's Home</p> <p>Knowledge of Learning and, physical or sensory disability and associated conditions.</p> <p>Knowledge of policies &amp; Procedures regarding Looked After Children in Northern Ireland</p> <p>Awareness of Children's Safeguarding Policies &amp; Procedures</p> <p>Knowledge of Social Pedagogy</p> <p>Understanding of, and willingness to actively promote the Camphill Ethos</p> <p>Knowledge of Positive Behavioural Support</p>	<p>Interview</p>

<b>Other Requirements post job offer</b>	Access NI check  Able to fulfil the Occupational Health requirements for the post  Job References  Valid work permit		Valid documentation  Occupational Health questionnaire  2 satisfactory references  Work permit
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**Benefits**

- Starting on 28 days annual leave pro rata plus Camphill Community Glenraig recognises 12 statutory days
- Organisation Pension
- Occupational sick Pay Scheme (Qualification period may apply)
- Optional enrolment into Benenden Health Care Scheme through salary sacrifice
- Commitment to development of the staff team through training and learning opportunities
- Paid Breaks
- Free Parking on site
- Camphill Community Glenraig site is situated close to excellent Public Transport links

**COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:**

HR Department  
 Camphill Community Glenraig  
 4 Seahill Road  
 Craigavad, Holywood,  
 Co. Down,  
 N. Ireland  
 BT18 0DB

E: [HR@glenraig.org.uk](mailto:HR@glenraig.org.uk)

**This Job Description is a general outline of the post as it is currently perceived by Camphill Community Glenraig. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as Camphill Community Glenraig aims to meet its vision and best respond to the needs of disabled people accessing our services.**

**CAMPHILL COMMUNITY GLENCRAIG IS AN EQUAL OPPORTUNITIES EMPLOYER**

# Camphill Community



## Glencraig

### **Our Mission:**

Camphill Community Glencraig is a person-centred, therapeutic community where children and adults with learning disabilities can live a meaningful life and develop to their full potential through a holistic creative approach. We offer choice and purpose within a sustainable nurturing environment whilst working in close partnership with families and key stake holders in Northern Ireland.

### **Our Vision:**

We have a vision of the world where children and adults, irrespective of ability, can live, learn and work together in a caring community, where positive life experiences within a natural and culturally rich environment, enable each individual to reach their destiny.

### **Our Values:**

**P**ositivity

**O**ppportunity

**T**ransparency

**E**quality

**N**ature

**T**herapeutic

**I**nclusivity

**A**ccountability

**L**ife-Long Learning

## **Positivity**

Our main priority is to support the well-being of those in our care at every opportunity. With a POSITIVE approach to life and work, we enable everyone to lead happy and fulfilled lives. We are prepared to take appropriate positive risks to support each individual to reach their potential.

## **Opportunity**

We create diverse OPPORTUNITIES for all who live, learn and work within Glenraig, to develop creative and meaningful life skills, healthy social relationships and to experience a holistic approach to community life.

## **Transparency**

We embed TRANSPARENCY within our professional model of practice and funding. We actively encourage good transparent governance and standards in our community, seeking continuous improvement.

## **Equality**

In realising the EQUALITY and uniqueness of each individual, we go beyond appreciating and understanding the abilities of those in our care. By recognising their unique individuality and contribution, we focus on developing positive relationships through an inclusive team, where everyone is valued and empowered.

## **Nature**

We are inspired and committed to creating a conscious life style. We are actively involved in reducing our environmental impact through caring for our land in an organic way that is respectful and sustainable whilst using our natural resources responsibly. This allows everyone to grow by engaging with NATURE, in a way that supports development and well-being, in a nurturing environment.

## **Therapeutic**

We are committed to creating a THERAPEUTIC environment where children, young people and adults are supported and cared for through a holistic person-centred approach that integrates home life, education and work. This is realised through connecting to natural rhythms which advance health and well-being. This approach meets the needs of each individual, creating a sense of belonging in the world and the confidence and independence to be participants in it.

## **Inclusivity**

We create an INCLUSIVE, diverse community in which each member is accepted, appreciated and included. We are also committed to engaging with the wider community to promote cultural and creative opportunities, as well as innovative projects.

## **Accountability**

Accountability is important to us, and we hold ourselves individually and collectively ACCOUNTABLE for everything we speak and do. We are especially accountable for the quality of life offered to the children, young people and adults we carry responsibility for. Their best interests and wellbeing are always our first priority.

## **Life-Long Learning**

We are dedicated to creating and maintaining a life sharing community, in which people from different backgrounds and abilities can live, learn, work and celebrate together in a homely, welcoming and peaceful environment. By being open to learning from each other, we promote diverse opportunities of LIFE-LONG LEARNING for each person who is part of Camphill Community Glenraig.

## **About Camphill**

The innovative communities that make up the Camphill Movement have, for almost 80 years, been creating new ways of supporting people with learning disabilities and other special needs so that their full potential can find expression.

The first community was founded at Camphill House, just outside Aberdeen, Scotland, in 1940, to educate children with learning disabilities. At that time, children with learning disabilities didn't usually receive an education, either staying at home or being placed in a hospital.

Camphill's founders, led by Dr Karl König and inspired by the Austrian thinker Rudolf Steiner's philosophy of anthroposophy, wanted to make a real difference in the lives of these people who were marginalised and excluded from society. They believed that children and adults with learning disabilities had much to contribute if only their inner self could find expression.

Dr König felt that, through communities, new ways of healing might be introduced into society to counter some of the more harmful aspects of modern life. The vision still lives and each new generation in Camphill strives towards achieving it.

Camphill Communities are communities with children and adults with learning disabilities living together with co-workers and their families in such a way as to foster mutual help and understanding.

Helper and helped live and work side-by-side, each learning from the other.

Effective community-building does not come about without a struggle and makes tremendous demands on those involved, both humanly and physically. The Camphill way of life provides an enormous stimulus for those who take it up, whatever their age or ability. By providing challenges for self-advancement and by respecting the developing individuality of each person, life in Camphill allows everyone the freedom to grow to his or her fullest potential.

### **Camphill in Northern Ireland**

There are four Camphill Communities in Northern Ireland. Glencaig Community near Holywood in Co Down, Mourne Grange near Kilkeel in Co Down, Clanabogan near Omagh in Co Tyrone and Camphill Holywood with their bakery, coffee shop and Shop in the centre of Holywood in Co Down.

Each Community has a management Council and funding is provided by Health and Social Care Trusts and charitable donations.

### **Camphill Community Glencaig**

Camphill Community Glencaig is an integrated therapeutic community where we aim to maximise the potential of each Child, Young Person and Adult in our care and will endeavour to support families, staff, co-workers, volunteers and partners of Glencaig.

We are a home to around 50 adults and children with special education, physical and learning needs, long and short term life sharing volunteer co-workers and their families alongside employed staff members. It is also the site for Glencaig Special School, supporting both day and boarding pupils and various workshops are available for our residents and day attenders.



# CAMPHILL COMMUNITY GLEN CRAIG

## POSITION APPLYING FOR – Children’s Residential Team Leader (24/72/TL/WEB)

**PLEASE COMPLETE IN BLACK INK, TYPESCRIPT OR WORD PROCESSED - ALL APPLICATIONS SHOULD BE LEGIBLE AND WILL BE TREATED IN CONFIDENCE**

Only Applications Containing All Information Which Has Been Sought Will Be Considered

**PLEASE RETURN COMPLETED FORMS BY: 4PM Tuesday, 12<sup>th</sup> November 2024.**

**To: [hr@glenraig.org.uk](mailto:hr@glenraig.org.uk) or alternatively posted applications can be returned to HR Department, Camphill Community Glenraig, 4 Seahill Rd, Craigavad, Holywood, BT18 0DB.**

Monitoring Form must accompany application forms to be considered for shortlisting.

**\*\* Please note that CVs cannot be considered for shortlisting\*\***

Surname:		Title: Mr/Mrs/Miss/Ms Other (please specify)			
Forename(s):		Maiden Name (if appropriate):		Other Former Name(s):	
Home Address:		Address for Correspondence (if different):			
Postcode:		Postcode:			
Home Telephone No. (incl STD Code)		Daytime Telephone No. (incl STD Code)			
Mobile Tel No:		National Insurance No.			
Email Address:					
Do you hold a current full UK driving licence? Yes/No			Do you have access to a form of transport? Yes/No		
Nationality: EC/Non-EC			If Non-EC, please specify		
Do you have the right to work in the UK? Yes / NO					
<i>Note: the organisation will require proof of your right to work in the UK e.g. a passport showing that the holder is a citizen of the United Kingdom or a national of the EEA or Switzerland as required by the Immigration, Asylum and Nationality Act 2006.</i>					
<b>Are you currently NISCC Registered?</b>					
Were you referred by an existing Camphill Community Glenraig Employee? Yes / No					
If yes, please enter the employee’s name here: - _____					



## EXAMINATIONS PENDING

Qualification(s)	Date to be taken

## TRAINING

Details of Training Courses attended and awards achieved, including dates if appropriate.

Details of Course	Organisation who provided Training	Date Course Completed

## MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute / Organisation	Grade of Membership (Where appropriate)	Membership Number



**PREVIOUS POSTS (Beginning with most recent)**

**NB:** To assist consideration in your application you are advised to give precise dates for each period of employment, where possible. This is particularly important when there are time considerations for shortlisting criteria based on experience/post qualification experience.

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		____/____/____	____/____/____
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason for Leaving .....</p>			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		____/____/____	____/____/____
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Reason for Leaving .....</p>			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly) ..... ..... .....			
Reason for Leaving .....			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly) ..... ..... .....			
Reason for Leaving .....			

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly) ..... ..... .....			
Reason for Leaving .....			





## REFEREES

Please name two referees, (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. Camphill Community Glencraig reserves the right to seek a reference from any previous employment.

Name:	Name:
Capacity in which known	Capacity in which known
Address:	Address:
Postcode:	Postcode:
Daytime Telephone No. (please indicate dialling code)	Daytime Telephone No. (please indicate dialling code)
Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>	Contact only if appointment being offered subject to satisfactory reference, Access NI and health assessment. (please tick) <input type="checkbox"/>

## SPECIAL REQUIREMENTS

<p>Do you require any special arrangements to be made to assist you if called for interview? Please provide details:</p> <p>.....</p> <p>.....</p> <p>.....</p>
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## PERSONAL DECLARATION

<p>I hereby confirm that the information I have included in this application form is a true and accurate account. I understand that any false information given may result in a job offer being withdrawn.</p> <p>Signature: ..... Date: .....</p> <p><b>Please ensure that you have completed all relevant parts of this application form.</b></p>
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## CAMPHILL COMMUNITY GLENCRAIG

Camphill Community GlenCraig is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we not only meet our legal obligations but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

**Please complete and return this form a sealed envelope, along with your application form.**

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**Gender** Male  Female

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### What is your religion or belief?

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am not a member of either the Protestant or the Roman Catholic Community

If you do not complete this questionnaire, we are encouraged to use the "residuary" method which means that we can make a determination on the basis of personal information on file / application form.

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**Are you married or in a civil partnership** YES  NO

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**Age:** 16-24  25-29  30-34  40-44  45-49

50-54  55-59  60-64  65-69  65+

Prefer not to say

**DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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### How would you describe your national identity?

English  Welsh  Scottish  Northern Irish

Irish  British  Other  Prefer not to say

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### Ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

**White**

English  Welsh  Scottish  Northern Irish   
 Irish  Irish Traveller  Other White Background

**Mixed / multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian   
 Any other mixed background

**Asian / Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background

**Black / African / Caribbean / Black British**

African  Caribbean  Any other Black / African / Caribbean background

**Other ethnic group**

Arab  Any other ethnic group

**Disability**

Section 1 of the Disability Discrimination Act describes a disabled person as person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition do you consider yourself to be disabled? Yes  No

If you answered yes, is there any reasonable adjustment which you believe is necessary for Camphill Community Glencraig to make to allow you to fulfil the requirements of the job for which you are applying?

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**What is your sexual orientation?**

Heterosexual / straight  Gay woman / Lesbian   
 Gay man  Bisexual   
 Other  Prefer not to say

**Do you have any caring responsibilities?**

None   
 Primary Carer of a child/children (under 18)  Primary carer of disabled child/children   
 Primary Carer of disabled adult (over 18)  Primary carer of an older person (65+)   
 Secondary Carer  Prefer not to say

**By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.  
 Thank you for completing this form.**

## **Declaration of Convictions Form**

We are committed to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the position applied for.

You have applied for a position that is defined as Regulated Activity under the Safeguarding Vulnerable Groups (NI) Order 2007. It also falls within the definition of an “excepted” position under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you **must** tell us about **all** offences and convictions, including those considered ‘spent’.

If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. If you leave anything out it may affect your application.

This information **will** be verified through an Access NI Enhanced Disclosure check if you are considered to be the preferred candidate and are being offered the position. The check will tell us if you have a criminal record or if your name has been included on the Children’s Barred List and/or Vulnerable Adults Barred List. It is to make sure that individuals who might be a risk to children and/or vulnerable adults are not appointed. Access NI has a Code of Practice which explains this in more detail a copy of this can be made available to you should you wish.

Having a criminal record will not necessarily debar you from this position, this will depend on the nature of the position, your offences or other information contained on the Disclosure Certificate or provided directly to us by the Police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the section below and return it with your application. The form also asks you to give your written consent to the Access NI check, which will only be obtained if you are the preferred candidate. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

**Please complete and return this form a sealed envelope, along with your application form.**

**Declaration of Criminal Convictions, Cautions and Bind-Over Orders  
In Confidence**

<b>Do you have any prosecutions pending?</b> (if yes give please give details)	<input type="checkbox"/> <b>ES</b>	<input type="checkbox"/> <b>O</b>

<b>Have you ever been convicted at a court or cautioned by the police for any offence?</b>	<input type="checkbox"/> <b>S</b>	<input type="checkbox"/> <b>O</b>
If yes, please list below details of all convictions, cautions, or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.		

<b>Declaration of Abuse Investigation(s)</b> Have you ever been the subject of an Adult or Child Abuse investigation which alleged that you were the perpetrator of any adult or child abuse?	<input type="checkbox"/> <b>S</b>	<input type="checkbox"/> <b>O</b>
If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible please provide the approximate date/s.		

**Declaration and Consent**

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an Access NI Disclosure Certificate Application Form if I am considered to be the preferred candidate and I consent to the Enhanced Disclosure Check being made, and I agree to inquiries relevant to this declaration.

Signature:	Date:
_____	
Print name:	_____
Any surname previously known by:	_____
Position applied for:	_____