



CAMPHILL COMMUNITY GLENCRAG

JOB DESCRIPTION

<p>Title of Post:</p> <p>(24/60/TL/WEB) Team Leader</p>	<p>Location:</p> <p>Adult Day Services - Day Care Centre Camphill Community Glenraig</p>
<p>Accountable to:</p> <p>The Registered Manager of Adult Day Services</p>	
<p>Purpose of the Job:</p> <p>As part of the further development of Adult Day Services in Camphill Community Glenraig, the organisation is seeking a Team Leader whose role will be to enable residents and day attendees to pursue a valued lifestyle by supporting them with personal care as well as with social, emotional, spiritual and daily activity needs.</p> <p>The Team Leader will provide the highest possible standard of support and care to adults with complex needs and challenging behaviour and, provide meaningful daily activities within a caring environment, supporting the well-being, development of skills, enhancing and promoting independence, choices and rights in a person-centred way upholding a holistic approach, values and the Camphill ethos. The successful candidate will also act as a mentor to staff and be responsible for individual supervision and team performance within Adult Day Services.</p> <p>Camphill Community Glenraig, founded in 1954, is situated in a beautiful 100-acre green woodland setting outside Holywood Co. Down on the shores of Belfast Lough, surrounded by green fields, Farm, Market Garden and stunning views over the Belfast lough, providing a therapeutic and nurturing environment.</p> <p>Glenraig comprises Adult Residential Houses, Independent school, registered Children's Home, Day Centre for Young Adults - registered Day Care Facility which has received an Award for "Highly Commended Day Care in NI H&SC Awards 2022" and a range of Day Opportunity Workshops including Farm and Market Garden.</p> <p>Our Day Services focus on supporting young adults during the day through meaningful activities and work opportunities. All activities are person- centered, guided by holistic care and approaches as well as individual interventions, supported by the PBS framework and its strategies. All our staff are being trained at appropriate PBS levels.</p> <p>We work closely with the Assessment and Qualification Alliance (AQA) as a respected national examination board. We are a registered center, delivering the Unit Award Scheme throughout our activities, some of which include swimming, golfing, PE classes, Circus Street Workshops, Pottery, Cooking & Baking sessions as well as Food processing in our newly refurbished kitchen environment, Numeracy & Literacy classes, Sensory Art, Farming, Horticulture, Visits to forest parks and beaches, educational visits to museums, cultural activities and festivals, performing arts and work experiences in the Day Opportunities Workshops.</p> <p>Glenraig recognizes the potential of each individual, it interweaves home life and work opportunities through meaningful daily activities, based on organizational values, ethos and a mission.</p> <p>We are looking for empathetic and caring staff who share our values, vision and the aim of providing high quality service to help improve the lives and well-being of young adults. With our vision we aim to achieve the</p>	

environment where all our staff can strive, flourish and achieve their full potential, that will in return benefit themselves but also others around them.	
Salary: 6-point Incremental scale commencing on £25,625 increasing on an annual basis with length of service to £29,619	Hours of Work: 40 hours per week Mon - Fri 9 – 5pm
Closing Date: 4pm – Wednesday, 9 th October 2024	Length of Contract: Permanent

Key Duties & Responsibilities:

Adults

1. The Team Leader will ensure that all work within Day Services is person centred and upholds the principles of respect, independence, privacy, dignity, fulfilment and choice in line with the Camphill ethos and values, the PBS framework and the RQIA standards.
2. The Team Leader will be responsible for reporting any safety and welfare concerns to the Manager and will follow organisational Safeguarding policies and procedures.
3. The Team Leader will assess service users' needs on a regular and systematic basis through the completion of suitable assessment tools and ensure appropriate person-centred support plans are in place for all the adults.
4. The Team Leader will participate in assessing, recording and reporting on the development, progress and attainment of individual adult's and monitoring and reviewing individual adult's skills and needs.
5. The Team Leader will participate in supporting the physical and personal needs of adults.
6. The Team Leader will ensure that medication is held, stored and administered in accordance with Camphill Community Glenraig's Medication Policy.
7. The Team Leader will assist with the organisation and preparation of review meetings.
8. The Team Leader will liaise with relatives and carers when appropriate, to ensure a regular flow of information about the well-being of adult and changes in the community in conjunction with the Manager.
9. The Team Leader will promote the progress and well-being of the adults, ensuring that adults are encouraged and enabled to express their opinions and wishes about all aspects of their lives.
10. The Team Leader will provide practical care, where appropriate, for adults who may be ill.
11. The Team Leader will develop and regularly review individual pathways, including individual timetables, training and support plans.
12. The Team leader will set up meaningful daily activities appropriate to the age, abilities and needs of adults. Team leader will ensure individual and group activities timetables are developed, followed and reviewed on a regular basis.
13. The Team leader will co-ordinate all inputs to the group's programme together with other Team leaders and Camphill Community Glenraig.

Staff

1. In the absence of the Deputy Manager the Team Leader may be asked to take responsibility for the day to day running of the Day Care Setting including staff rotas.
2. The Team Leader will work with the staff support team to ensure objectives and methods of work with each resident for the coming week are understood.
3. The Team Leader will support the Registered Manager in facilitating and assessing staff working to NISCC induction standards and ensure individual requirements are being met.
4. The Team Leader will facilitate effective communication processes.
5. The Team Leader will ensure supervisions take place every 10-12 weeks on a formal basis and will provide input to staff performance appraisals and staff development profiles, following the organisational supervision policy based on Day Care Minimum standards.
6. The Team Leader will be responsible for undertaking regular coaching, mentoring and supervision of Senior Support Workers/ Support Workers/ volunteers working within the Day Services.
7. The Team Leader will ensure that all support workers and volunteers uphold the dignity of the adults so that all are enabled to play an active part in the making of day-to-day decisions.
8. The Team Leader will be responsible for identifying training needs of Senior Support Workers/ Support Workers/ volunteers and reporting this to the Manager.

Administration

1. The Team Leader will maintain and ensure that daily/weekly/monthly records of service provision are maintained.
2. The Team Leader will report any changes in, or concerns about, individual adults to the Manager.
3. The Team Leader will take responsibility for monitoring petty cash expenditure as applicable following the identified procedure.
4. The Team Leader will have an awareness of all Camphill Community Glencraig's Policies and Procedures and will deliver services in compliance with RQIA's minimum care standards.
5. The Team Leader will ensure a sustainable service through the delivery of support to individuals as per contractual arrangement.

Meetings and Training

1. The Team Leader will attend Team Leader and general staff meetings with the Manager to review and plan work.
2. The Team Leader will attend individual supervision meetings with their line manager every 10-12 weeks.
3. The Team Leader will participate in in-service mandatory training.
4. The Team Leader will facilitate NISCC and in-house Induction training for new staff.
5. The Team Leader will develop knowledge and expertise in requirements to meet regulatory standards.
6. The Team Leader will develop knowledge and expertise of Camphill Community Glencraig's Code of Ethics, Customer Care, and Health and Safety Risk Management System.
7. The Team Leader will develop knowledge and expertise on the effects of Learning and physical and sensory disability and any other condition pertaining to the adult's.

Accommodation / Health and Safety

1. The Team Leader will be aware of and act in accordance with Camphill Community Glencraig's Health and Safety Policy ensuring that all matters of health and safety are given the highest priority and work with the Facilities Co-ordinator and Manager to ensure that all requirements in terms of the law are met.

2. The Team Leader will be aware of and act in accordance with Camphill Community Glencraig's Safeguarding Policies.
3. The Team Leader will conduct all activities in a manner which is safe to themselves and others.
4. The Team Leader will carry out health and safety monitoring checklists as indicated including the risk assessment and will report on complaints and adverse incidents.
5. The Team Leader will report the need for repairs or maintenance in the accommodation to the Registered Manager and Facilities Manager.
6. The Team Leader, in conjunction with the Manager, will delegate maintenance and repair work which is the responsibility of the Camphill Community Glencraig, and will follow up that which is the responsibility of outside agencies.
7. The Team Leader will participate in cleaning/meal preparation as required to ensure agreed standards are maintained.

General

1. Carry out other duties commensurate with the post.
2. Participate in project management as directed by line manager.
3. Upholding and actively participating in the cultural and spiritual impulses in Camphill Community Glencraig.

Person Specification – Team Leader (Adult Day Services)

Criteria	Essential	Desirable	Evidenced By:
Education/Training/Qualifications	<p>QCF Level 4 in Health & Social Care</p> <p>OR</p> <p>A diploma / certificate equivalent to National Occupational Standards Level 4 or equivalent in a Health & Social Care related discipline, specifically Health & Social Care, Education, Early Years, Play/Sport/Leisure activities, Youth work</p> <p>Registered or willing to apply for applying for registration with the N. Ireland Social Care Council.</p>		Application form

<p>Experience</p>	<p>Demonstrable evidence of 1 years' experience working with people in a care/ support capacity within the last 2 years in paid capacity.</p> <p>Experience of providing direct personal care to individuals</p> <p>Experience of working with people with a learning disability</p> <p>Experience of dealing with behaviours of concerns and complex needs</p> <p>Experience of supervising, coaching and mentoring staff.</p> <p>Experience of team working.</p>	<p>Experience of working in a Day Care/Day Opportunities Setting.</p> <p>Experience of setting up daily activities and developing individual pathways.</p> <p>Experience of project management and outreach programmes.</p> <p>Demonstrate knowledge of the principles of supervisory management.</p>	<p>Application form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>Specialist Knowledge & Skills</p>	<p>Knowledge of the effects of disability.</p> <p>Knowledge of the Day Care service provision.</p> <p>Ability to motivate others</p> <p>Strong organisational 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 standards.</p> <p>Knowledge of DHSS&PS Minimum Standards for Day Care</p> <p>Knowledge of Learning and, physical or sensory disability and associated conditions.</p>	<p>Interview</p>
<p>Circumstances</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</p> <p><i>(This criterion will be waived in the case of a suitable applicant who has a disability which</i></p>		<p>Application form</p> <p>Valid diver licence</p>

	<i>prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post)</i>		
Other Requirements	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

Benefits

- Starting on 28 days annual leave pro rata plus Camphill Community Glenraig recognises 12 statutory days
- Annual incremental pay increase on a 6-point salary scale with length of service
- Occupational sick Pay Scheme (qualification period applies)
- Organisational Pension Scheme
- Paid breaks
- Optional access to the Benenden Health Care
- Commitment to development of the staff team through training and learning opportunities
- Free Parking on site
- Death in Service Insurance Benefit 2x salary
- Professional registration fees reimbursement i.e., NISCC annual renewal fee
- Camphill Community Glenraig site has access 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

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:

Positivity

Oppportunity

Transparency

Equality

Nature

Therapeutic

Inclusivity

Accountability

Life-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 Glencraig, 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 lifestyle. 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. Glenraig 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 Glenraig

Camphill Community Glenraig 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 Glenraig.

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 Glenraig Special School, supporting both day and boarding pupils and various workshops are available for our residents and day attenders.



CAMPBILL COMMUNITY GLENCRAIG

POSITION APPLYING FOR:

Team Leader, Day Services – 24/60/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 OF THE INFORMATION WHICH HAS BEEN SOUGHT WILL BE CONSIDERED

PLEASE RETURN COMPLETED FORMS BY: Wednesday, 9th October 2024 – 4PM

To: 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, CVs will not be accepted ****

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>						
Are you currently NISCC Registered?						
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, please give precise dates for each period of employment. 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
		_ / _ / _	_ / _ / _
<p>Duties (briefly)</p> <p>.....</p> <p>.....</p> <p>.....</p>			

Reason for Leaving

Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
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Reason for Leaving			
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Name and Address of Employer	Grade/Position and Department/ Speciality	From dd/ mm/ yy	To dd/ mm/ yy
		___/___/___	___/___/___
Duties (briefly)			
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Reason for Leaving			
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Please account for periods of time after you completed secondary education and between employment position that have not already been addressed in the application.

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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:
Email Address:	Email Address:
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>

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>Please ensure that you have completed all relevant parts of this application form.</p>

Please leave this page blank.



CAMPBILL COMMUNITY GLENCRAIG

Camphill Community Glenraig 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.

Sex Male Female

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.

Are you married or in a civil partnership Yes No

Age 16-24 25-29 30-34 35-39 40-44
45-49 50-54 55-59 60-64 65+
Prefer not to say

DOB -----/-----/-----

How would you describe your national identity?

English Welsh Scottish Northern Irish
British Other Irish Prefer not to say

What is your 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?

What is your sexuality?

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

Do you have caring responsibilities? If yes please tick all that apply

None
Primary carer of a child/children (under 18) Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of 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.

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

<p>Do you have any prosecutions pending either in Northern Ireland or any other country? (if yes give please give details)</p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<p>Have you ever been convicted at a court or cautioned by the police for any offence either in Northern Ireland or any other country?</p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>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.</p>				

<p>Declaration of Abuse Investigation(s)</p>				
<p>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 either in Northern Ireland or any other country?</p>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>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.</p>				

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 and where applicable a police check if I am a non-UK National 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:
<hr/>	
Print name:	
<hr/>	
Any surname previously known by:	
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Position applied for:	
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