

Human Resource Quality Manual 3	Issue Date: 17 <sup>th</sup> November 2011
Doc Code TCF/HR/F020	Issue 1



## CAMPHILL COMMUNITY GLENCRAIG

### JOB DESCRIPTION

<p><b>Title of Post:</b></p> <p>Senior Day Support Worker</p> <p>24/62/SDSW/WEB</p>	<p><b>Location:</b></p> <p>Adult Day Services – Day Care</p> <p>Camphill Community Glencraig</p>
<p><b>Accountable to:</b></p> <p>Team Leader, Registered Manager of Adult Day Services</p>	
<p><b>Purpose of the Job:</b></p> <p>Due to the development of our services, we are currently recruiting for a Senior Day Support Worker who will work as part of a team whose purpose is to meet the physical, psychological, emotional and social needs of adults with a learning disability within the Day Services in Camphill Community Glencraig.</p> <p>The role will assist the Team Leader in providing the highest possible standard of support and care to adults with complex needs and challenging behaviour. This role can require an element of personal care and at times will require redirection or physical intervention as a last resort with those presenting challenging behaviours.</p> <p>With this vision and our aim of providing a high-quality service, we are looking for empathetic and caring staff who share our values and a desire to help improve and enrich the quality of life, health and wellbeing of residents and day attendees. We aim to support adults during meaningful day activities in a safe, stimulating environment, in line with the organizational values and ethos.</p> <p>Glencraig 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 “<b>Highly Commended Day Care in NI H&amp;SC Awards 2022</b>” and a range of Day Opportunity Workshops including Farm and Market Garden.</p> <p>Our Day Services focus on supporting 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 PBS framework and its strategies. Our staff are trained at appropriate PBS levels.</p> <p><b><i>**This post does not meet the requirements of Tier 2 Skilled Worker Visa Sponsorship, therefore applications which require visa sponsorship cannot be considered**</i></b></p>	
<p><b>Salary/Hourly Rate:</b></p> <p>Commencing at £22,094</p> <p>on a 5-point annual incremental scale</p>	<p><b>Hours of Work:</b></p> <p>35 hours per week</p>
<p><b>Closing Date:</b></p> <p>4pm – Wednesday, 9<sup>th</sup> October 2024</p>	<p><b>Length of Contract:</b></p> <p>Fixed Term</p> <p>12-month maternity cover from Dec 24 – Dec 25</p>

## **Key Duties & Responsibilities:**

### **Residents/Day Attendees**

#### **The Senior Day Support Worker will:**

1. Assist to ensure that all work within the Adult Day Services is person centered and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice as well as upholding the values and the ethos of Camphill Community Glencraig
2. Deliver individual programs of support with the focus on developing further skills designed to enhance and maximize the potential, capabilities and independence of residents and day attendees
3. Assist Team Leaders with the assessment, monitoring and reviewing of individual's skills and needs
4. As part of the team, establish goals with residents/day attendees on an individual basis to ensure the effective utilization of residents/day attendee's skills and abilities
5. Participate in supporting the strengths and needs of the residents/day attendees
6. Ensure resident's opinions, views, suggestions, feelings and wishes are listened to and their personal affairs are dealt with in a sensitive manner
7. Promote and participate in maintaining a safe and comfortable environment
8. Ensure robust and detailed communication between stakeholders involved in the care of residents and day attendees
9. Actively support purposeful workday opportunities with and alongside residents and day attendees, upholding Camphill ethos and the values of the organization
10. Set up activities and various items of apparatus for the residents/day attendees
11. Support the resident during the day either in the home or the day setting
12. Ensure that medication is held, stored and administered in accordance with Camphill Community Glencraig's Medication Policy
13. Assist the resident/day attendee with intimate care needs if required

### **Staff**

#### **The Senior Day Support Worker will:**

1. Work with the Team Leader to ensure objectives and methods of work with each resident/day attendee for the coming week are understood
2. Facilitate effective communication processes.
3. Facilitate and assess staff working to NISCC induction standards and ensure individual requirements are being met
4. Work with the Team Leader for undertaking, mentoring, and supervision of support workers, volunteers working within the Day Care Setting. Assist the Team Leader in ensuring supervisions take place every 10-12 weeks on a formal basis and provide input to staff performance appraisals and staff development profiles, following the organizational supervision policy based on Day Care Minimum standards.
5. Work with the Team Leader to uphold the dignity of the residents/day attendees so that everyone is enabled to play an active part in the making of day-to-day decisions

6. In the absence of a Team Leader the Senior Day Support Worker will take responsibility for the day to day running of the team, supporting residents/day attendees and support staff
7. Will provide support/ mentor new staff in values and in developing specific skills

### **Environment / Health and Safety**

#### **The Senior Support Worker will:**

1. Be aware of and act in accordance with Camphill Community Glenraig's Health and Safety Policy and conduct all activities in a manner which is safe to themselves and others
2. Adhere to Camphill Community Glenraig's Lone Worker Policy and procedures
3. Report the need for repairs or maintenance to their line manager
4. Participate in cleaning and housekeeping as required to ensure agreed standards are maintained
5. Assist the Team leader in carrying out health and safety monitoring checklists as indicated including the risk assessment and will report on complaints and adverse incidents
6. Assist with a meal/tea break preparation upholding the Camphill ethos adopted within the individual households and the wider community

### **Administration**

#### **The Senior Day Support Worker will:**

1. Participate in team meetings and attend supervision and annual appraisal reviews with their line manager
2. Assist the Team Leader in maintaining and ensuring that daily/monthly records of service provision are maintained
3. Report any changes in, or concerns about, individual adults to the Team Leader
4. Report and record all incidents, accidents and significant events as per organizational policies and procedures
5. Report important relevant information regarding the running of the Day Care Setting
6. Assist the Team Leader in collecting and collating attendance information for support workers and in the absence of the Team Leader will accept the responsibility of monthly reporting to HR dept for payroll
7. Assist Team Leader with the organisation and preparation of review meetings
8. Assist Team Leader in developing and regularly reviewing individual pathways, including individual timetables, training and support plans
9. Assist Team Leader in setting up meaningful daily activities appropriate to the age, abilities and needs of adults, ensuring individual and group activities timetables are in place, followed and reviewed on a regular basis
10. Assist the Team Leader in setting up objectives and methods of work with each resident for the coming week
11. Be aware of and act in accordance with Camphill Community Glenraig's Safeguarding Policies

12. Conduct all activities in a manner which is safe to themselves and others

13. Have an awareness of all Camphill Community Glenraig's Policies and Procedures and will deliver services in compliance with RQIA's minimum care standards

**General**

**The Senior Day Support Worker will:**

1. Deal with minor First aid as required
2. Carry out various cleaning/cooking duties as required to ensure agreed standards are maintained
3. Be required to carry out any other reasonable duties as requested by their line manager
4. Establish and maintain effective working relationships with individuals and other professionals

**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>	QCF Level 3 in Health and Social Care <b>OR</b> equivalent to National Occupational Standards Level 3 in one of the following areas:  Health & Social Care, Education, Early Years, Play/Sport/Leisure activities, Youth Work or equivalent level of qualification	Qualification in Health & Social Care, Social Sciences	Application form

	<p>Basic numeracy and literacy skills – Maths and English GSCE level, grade C and above</p> <p>Registered or agreeable to applying for registration with the N. Ireland Social Care Council</p>		
<b>Experience</b>	<p>At least 1 year of experience in a caring and/or educational support field</p> <p>Experience of providing direct personal care to individuals with complex needs.</p> <p>Experience of dealing with challenging behaviour</p>	<p>Experience in education or health and social care setting.</p> <p>Experience in a Day Care/Day Opportunities setting.</p> <p>Experience of medical conditions e.g. Epilepsy</p>	<p>Application from Interview</p>
<b>Specialist Knowledge &amp; Skills</b>	<p>Ability to work as part of a team</p> <p>Ability and willing to take initiative</p> <p>Effective verbal and written communication skills</p> <p>Caring &amp; reliable</p> <p>Maintaining confidentiality</p> <p>Ability to work under pressure</p> <p>Provision of personal care</p>	<p>Awareness of Camphill ethos and the values of the organisation.</p> <p>Knowledge and awareness of PBS framework, approaches and values.</p> <p>Knowledge of principles of curative education or social therapy based on Anthroposophical ideals</p> <p>Knowledge of RQIA minimum standards</p>	<p>Application from Interview</p>
<b>Circumstances</b>			
<b>Other Requirements</b>	<p>Valid work permit</p> <p>Access NI check</p> <p>Able to fulfil the Occupational Health requirements for the post</p> <p>Job References</p>		<p>Work permit</p> <p>Valid documentation</p> <p>Occupational Health questionnaire</p> <p>2 satisfactory references</p>

## **Benefits**

- 28 days annual leave pro rata plus Camphill Community Glenraig recognises 12 statutory days
- Annual incremental pay increase on a salary scale
- Organisational Pension Scheme
- Occupational sick Pay Scheme (Qualification period applies)
- Optional access to the Benenden Health Care
- Commitment to development of the staff team through training and learning opportunities. The organization is willing to support training applications.
- Free parking on site
- Death in Service Insurance Benefit 2x Salary
- 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**

**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.**

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

**Camphill Community**



### **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 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.



# CAMPHILL COMMUNITY GLENCRAIG

## POSITION APPLYING FOR: **24/62/SDSW/WEB – Senior Day Support Worker**

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: 4pm – Wednesday, 9<sup>th</sup> October 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, 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>						
<b>Are you currently NISCC Registered?</b>						
<b>Were you referred by an existing Camphill Community Glenraig Employee?</b> Yes / No						
<b>If yes, please enter the employee's name here:</b> _____						

*As an organisation regulated by the RQIA, you must provide a comprehensive account of your educational and employment history from the age of 18 or the time you left secondary education, whichever came first, to the present day. Please include start and end dates (day, month, and year) for each period of education and employment below. Any gaps between these periods should be clearly explained in the section provided.*

**EDUCATION – GENERAL**

**GCSE/'O' Levels/'A' Levels/Secretarial Exams etc.**

Subjects passed	Examining Body	Level Attained (e.g. GCSE etc.)	Grade	Year

**FURTHER / HIGHER EDUCATION**

Academic Institution	Level of Education	Result	Date from dd/mm/yyyy	Date to dd/mm/yyyy

## 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
		___/___/___	___/___/___
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 .....			

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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 .....			

<p>Please account for periods of time after you completed secondary education and between employment position that have not already been addressed in the application.</p> ..... ..... ..... ..... ..... ..... .....
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Please detail any other information which may be relevant to your application

*(please continue on separate sheet if necessary, clearly marking the question it is linked to)*







## 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"/>

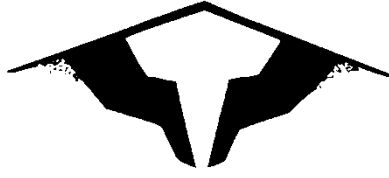
## SPECIAL REQUIREMENTS

<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>
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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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# 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.

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**Sex** 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  35-39  40-44   
45-49  50-54  55-59  60-64  65+   
Prefer not to say

**DOB** -----/-----/-----

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## How would you describe your national identity?

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

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## 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

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**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 sexuality?**

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

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

<p><b>Have you ever been convicted at a court or cautioned by the police for any offence either in Northern Ireland or any other country?</b></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><b>Declaration of Abuse Investigation(s)</b></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:

Print name:

Any surname previously known by:

Position applied for: