



# HCPT 2024

## Safer Recruitment Form

This form is to be completed by all new Helpers and Autonomous Adults  
PLEASE RETURN YOUR COMPLETED FORM WITHOUT DELAY TO:

### Part A - Your Details

Your name

Group

### Part B - Referees

Helpers and Autonomous Adults who have not travelled on an HCPT Pilgrimage in the last 2 pilgrimage seasons (i.e. did not travel with us in 2022 nor 2023) must provide the names of three referees, of these at least one must be able to give a reference based on your suitability to work with children or vulnerable adults. **Neither of these may be a relative**, your Group Leader, member of HCPT staff nor Trustee of HCPT and no more than one can be a current or recent member of the Group you wish to join. Please seek consent from your referees to give their personal details to HCPT and alert them to expect an email from HCPT.

If you previously travelled with a different HCPT Group, please give the contact details of the Group Leader, who will be asked to provide a reference for you.

Ref 1 name

Address

(inc Post Code)

Phone no.

Email

Ref 2 name

Address

(inc Post Code)

Phone no.

Email

Ref 3 name

Address

(inc Post Code)

Phone no.

Email

Your previous Groups

*please give Group Number(s)*

2023

2022

2019

2018

## Part C – Qualifying Certificates

**PLEASE ENSURE THIS SECTION IS COMPLETED BEFORE RETURNING  
(ALONG WITH YOUR REGISTRATION FORM) TO YOUR GROUP LEADER**

HCPT is registered with the Disclosure and Barring Service (DBS), Central Registered Body in Scotland (CRBS) and Disclosure Scotland. All Helpers travelling on the Easter Pilgrimage must have a qualifying certificate.

Failure to have a qualifying certificate will mean you will not be allowed to travel as a member of a HCPT Group. These procedures are for the protection of you and the children in our care.

For more information please see the document “Staying Safe with HCPT: Qualifying Certificates” available on our website ([www.hcpt.org.uk/safeguarding](http://www.hcpt.org.uk/safeguarding)).

### **Certificates issued more than three years prior to date of departure do not qualify for the 2024 season**

I already have an HCPT DBS Enhanced Certificate/PVG Scheme Record which qualifies for 2024	<i>Please tick as appropriate</i>
	<input type="checkbox"/>
I have asked my Group Leader for a DBS or PVG invitation	<input type="checkbox"/>
I have applied to join PVG / requested a scheme record update	<input type="checkbox"/>
DBS / PVG application Reference Number	<input type="text"/>
I have also applied for a comparable certificate from another country	<input type="checkbox"/>
Details:	<input type="text"/>

Have you lived in the UK continuously for the last five years? **YES / NO**  
If you have lived abroad in the last five years for a period of no less than three months, you will also be required to produce a police certificate which covers your time there (this is in addition to a DBS / PVG).

### **Personal disclosure**

Are you ‘barred’ from working (paid or unpaid) with children or vulnerable adults? **YES / NO**

Please disclose whether you are the subject of an investigation and/or disciplinary proceedings by your professional body or are not permitted to practice by your professional body.

Please give details of any criminal convictions, cautions or criminal proceedings pending.

As a volunteer with HCPT you will be in contact with children and may not rely upon the provisions of the Rehabilitation of Offenders Act 1974 so far as it relates to disclosure of previous convictions. **All convictions, however old, must be declared on each application unless already known by the Group Leader and you are not a ‘new’ helper.**

This information will be treated in confidence. Many offences have no relevance to a person’s ability or suitability to work with children or vulnerable adults

### **Group Leader use only**

If this person travelled with you in the last two years and shared the information requested above, please confirm here that you are aware of the details and do not need it to be re-shared.

Group Leader name, signature & date