



Life-Changing Pilgrimage Holidays  
**hcpt**



**Disclosure &  
Barring Service**

**Disclosure**  
SCOTLAND



**Protecting Vulnerable  
Groups Scheme**  
Check to protect

**Qualifying  
certificates  
for  
HCPT**

**Easter and  
Summer 2018**

Oakfield Park, 32 Bilton Road, Rugby, Warwickshire, CV22 7HQ.  
Charity Registration Number 281074 England & Wales and SC043743 in Scotland.  
Registered in England as a Company Limited by Guarantee Number 1095198

## Why do we need certificates?

Whilst seeking to provide a working environment in which all staff and helpers are treated equally, HCPT also recognises its responsibility to prevent those that are considered-unsuitable to work with children and vulnerable adults from working in a regulated activity.

Therefore, any individual wishing to participate in an HCPT pilgrimage to Lourdes must have undertaken satisfactory vetting procedures before being able to travel. The appropriate procedures will vary depending on the potential helper's country of residence.

**The role of an HCPT helper in working with children and vulnerable adults, falls within the new definition of 'regulated activity' as set out in the Safeguarding Vulnerable Groups Act 2006. [HCPT Safeguarding Handbook v2 p52]**

Regulated activity includes work (paid and unpaid) which involves certain close contact with children or vulnerable adults. There is also a series of offences in relation to regulated activity - for example, an individual commits an offence if he engages in regulated activity whilst barred (*"It is an offence for an individual to do, or to seek or agree to do, any regulated work from which the individual is barred."* Protection of Vulnerable Groups (Scotland) Act 2007 Section 34). Other offences relate to the person who permits an individual to engage in regulated activity. For example, an employer may be guilty of an offence if he fails to carry out appropriate checks before permitting an employee to engage in regulated activity.

The Disclosure and Barring service in England & Wales, and the PVG Scheme in Scotland provide us with the means of ensuring that all the helpers in all our Groups are not barred from undertaking the regulated activity which is the role of being a helper in an HCPT group.

## **Policy on the recruitment of ex-offenders**

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), HCPT complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly

HCPT undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

HCPT can only ask an individual to provide details of convictions and cautions that HCPT are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

HCPT can only ask an individual about convictions and cautions that are not protected

HCPT is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

HCPT has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

HCPT actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records

HCPT select all candidates based on their skills, qualifications and experience

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

HCPT ensures that all those in HCPT who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

HCPT also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974

At interview, or in a separate discussion, HCPT ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

HCPT makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request

HCPT undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **England & Wales**

Subject to the next paragraph, all helpers<sup>1</sup> resident in England and Wales, must apply to the DBS for and obtain an enhanced DBS certificate before being able to travel to Lourdes with HCPT.

The minimum age for applying for an enhanced DBS certificate is 16. Therefore, there is no requirement for young helpers aged under 16 on 31<sup>st</sup> January on the year of the Easter Pilgrimage to apply for an enhanced DBS certificate.

### **Scotland**

All helpers resident in Scotland must be a member of the PVG scheme and have either a Scheme record certificate or a Scheme Record Update certificate for HCPT.

All satisfactory DBS certificates, issued for HCPT purposes, will be valid for a period of three years. Any helper, trustee or member of staff who wishes to travel on an HCPT pilgrimage and who has an expired enhanced DBS / PVG certificate i.e. more than three years old, will be required to apply for a new one before being able to travel.

### **Northern Ireland**

All helpers resident in Northern Ireland must request an Access NI certificate. Please contact the offices of the Irish Pilgrimage Trust for assistance (contact details available via HQ).

### **Republic of Ireland**

All helpers resident in Ireland must request a Garda vetting certificate. Please contact the offices of the Irish Pilgrimage Trust for assistance (contact details available via HQ).

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<sup>1</sup> For the purpose of this document the term 'helpers' also includes 'young helpers' and 'autonomous adults'

## Other countries

Any helper who is resident in any other country should contact HQ to confirm the procedure to be followed for a comparable check to be made in their local area – **this is in addition to getting a DBS or PVG.**

## Who needs a certificate?

All staff, trustees, helpers and autonomous adults 16 or over (including leaders, chaplains, and also any others not directly responsible for delivering care) travelling in a HCPT Group require a DBS or PVG certificate, this is a statutory requirement on all volunteers as we are a regulated activity provider.

Any adult in an Easter or Summer Group whose welfare is dependent upon care and supervision at all times from helpers in the Group does not need to have a certificate – instead they should provide a full medical declaration on the registration form and be appropriately supervised throughout the week.

## What is a qualifying certificate?

The following certificates qualify for 2018

Certificate type	Issued no later than	
	Easter 2018	Summer 2018
DBS Enhanced certificate, issued for HCPT	1 <sup>st</sup> May 2015	[DATE] 2015
PVG Membership and Scheme Record or Scheme Record Update for HCPT	1 <sup>st</sup> May 2015	[DATE] 2015

*[DATE] = the date and month of your last day on Pilgrimage, e.g. if you are travelling from 2 – 9 August 2018, disclosures qualify if issued no later than 9<sup>th</sup> August 2015.*

## Additional certificates

Any person who is currently resident abroad or who has lived abroad for a period of no less than three months in the past five years should also present additional certificates as appropriate:

Certificate type	
Garda check for residents of the Republic of Ireland. Please contact HQ for an application form.	Certificates must be presented to HQ no more than 6 months after issue. Certificate qualifies for a period of three years from issue date provided the certificate does not have an expiry date of less than three years.
Relevant national police / criminal record check from other nations, issued for HCPT (please contact HQ for more details)	

## When to request a certificate?

For PVG and DBS certificates, all certificate applications must be made no later than 31<sup>st</sup> December 2018 (for Easter) and for Summer Groups no less than eight weeks before the date of departure.

Garda checks should be made no less than four months in advance – so any Easter helper should request these before Christmas. Processing time for procedures in other countries could vary significantly.

In all cases helpers are strongly encouraged to apply for a certificate no later than when they complete their registration form.

## How to request a certificate:

### DBS via GBG Online system

When applying for a DBS via the GBG online system the group leader will send an email via GBG (HCPT's provider) to the applicant which is their invitation to apply. The applicant should follow the links within this email and then contact their group leader to have their ID documents verified. The application will then be handled electronically and a report will be sent to HCPT once the application is completed.

### PVG Scheme in Scotland

Request an 'Application to Join PVG scheme' so long as you are not already a member of the PVG scheme.

Or request an "Existing PVG Scheme Member Application" if you are a member of the PVG Scheme but now need to add HCPT as a registered body on your account.

There is some guidance on-line at <http://tinyurl.com/m2wv76m>

Please ask your Countersignatory to help complete Section A of the form to help ensure the correct application is made.

### Overseas procedures

For all new helpers (who have not travelled in 2016 nor 2017)

- who are based outside the UK
- or who have spent a period of three continuous months in any one country in the last 5 years prior to the pilgrimage (other than diplomatic or military service)

A police check or certificate is essential from the overseas country or countries, in addition to the DBS / PVG certificate. The certificate must be provided in its original form, with no amendments, along with an authenticated translation. Please ensure that any helper in your Group who may need an overseas certificate follows this procedure without delay.

We will record and return all such certificates, and they will be considered current until 3 years after their issue date (unless the certificate has an expiry date).

Each season we have worked with volunteers to help them get a local certificate from their home country or country of residence IN ADDITION to a DBS or PVG. The following list is not exhaustive but these are the other countries who have recently issued certificates for HCPT volunteers:

- Angola
- Australia
- Belgium
- France
- Malaysia
- Netherlands
- Russia
- Spain
- South Africa
- United States of America

We cannot be sure how long the procedures take in any of these countries, it remains the helpers responsibility to apply in good time and ensure that the relevant certificate is received at HQ.

More information about the procedures in each country can be found here:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Please remember that in all cases a DBS or PVG is required, any overseas certificate is in addition to this.**

## What to do with the certificate

**PVG:** When the certificate is processed by PVG a copy is sent to the applicant and a copy is sent to HQ, the applicant does not need to do anything else.

**DBS, If using the GBG Online application system:** Once a certificate is completed a report will be received at HQ and the information will be processed. There is no need for the certificate to be sent to HQ unless it is requested.

**For those who have applied for a DBS using the paper application based system :** When the certificate is processed by the DBS a copy it is sent only to the applicant. This original copy **MUST** be sent to HQ immediately by the helper; it will be recorded and returned within two days.

**Certificates which are sent to HQ 6 months or more after the issue date cannot be accepted.**

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|---------------|---|
| <b>Easter</b> | All applications for qualifying certificates must be completed and processed at HQ no later than mid-day on Wednesday 14 <sup>th</sup> February   |
| <b>Summer</b> | All applications for qualifying certificates must be completed and processed at HQ no later than mid-day on the Wednesday ten days before travel. |

## GBG Online Disclosures Applicant Guidance:

The on-line system for DBS applications is intended to make the process easier and quicker for all HCPT volunteers.

The process has been designed by GBG Group and the HCPT staff have worked with them to develop this procedure for our volunteers.

### **How to make an application**

1. Your Group Leader will issue you with an invitation through the GBG system, this will arrive by email and will include all the appropriate information for you to create a user profile on the system.
2. On your first visit to the GBG site following the link in the email, you will be asked to create a user profile, and then use that to create your application on-line.
3. To make completing the application form as quick as possible, you should have the following information (where applicable) to hand:
  - Dates of any name changes (mm/yyyy)
  - Mother's Maiden Name
  - Full 5 year address history including dates (mm/yyyy)
  - National Insurance Number
  - Passport
  - Driving Licence
  - National Identity Card
  - HCPT serial number (not essential) – if you have this it may help HQ if you can add it as the 'personal reference number' in step 4 of the application process.
4. In order to confirm your personal details, you are required by the Disclosure and Barring Service (DBS) to supply a minimum of 3 identity documents. To see the full list of ID documents accepted for verification please go to: <https://www.gov.uk/disclosure-barring-service-check>
5. You can save and exit from the system at any time, returning later when you have the necessary information.
6. You will be emailed a confirmation of the application which contains a unique E-Number; it may help HQ if you can include this reference on your Safer Recruitment or Helper Registration form.
7. You must then meet with an ID verifier (this is usually you Group Leader) to have your application signed off.

If you are unable to meet an ID verifier you must contact HQ to request a POST OFFICE CHECK. HQ will then issue a new invite for you which will contain the details of getting your ID checked at the post office. To do this you must take with you

- The 'ID Verification Service sheet' which becomes available to print once you have submitted the application form summary sheet
  - The original pieces of ID selected for verification
  - Method of payment (you will be charged £5 at the Post Office for this).
    - To find the nearest Post Office go to <http://www.postoffice.co.uk/branch-finder>
    - Enter your postcode and select 'CRB & ID Verification Service' from the 'Service Required' field.
- The Post Office will accept payments via cash or debit/credit card.

When ID is checked and the application is completed, you will receive an email as the application passes through each stage of the process.

When your certificate arrives, please keep it safe. HQ will only need to see the certificate if there is anything on it. If the certificate is clear we do not need to see it. HQ will have access to a summary report which shows if the certificate contains any information or not.

HCPT will allow the certificate to qualify for up to three years (three pilgrimage seasons), after which time each helper will be invited to apply for a replacement.

More help is available at:

<https://gbg.onlinedisclosures.co.uk/>

## **HCPT Policy statement – handling of Qualifying Certificates**

### **2.1 General principles**

As an organisation using qualifying certificates to help assess the suitability of applicants for positions of trust, HCPT complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### **2.2 Storage and access**

Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **2.3 Handling**

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **2.4 Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **2.5 Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep a qualifying certificate for any longer than is necessary. Qualifying certificates are generally returned to the sender on the same day they are received at our offices. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer, we will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### **2.6 Disposal**

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we will keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

### **2.7 Acting as an umbrella body**

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all

reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the [code of practice](#) and in full accordance with this policy.

We will also ensure that any body or individual, at whose request applications for qualifying certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.