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**International Presbytery**

**Information Request Coversheet v1.0**

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| This form should only be completed by a Safeguarding Coordinator within the International Presbytery.If your congregation does not have a Safeguarding Coordinator in post, please contact the Safeguarding Service for guidance.The ID verification should be carried out per the detailed instructions contained in the Notes section of this form. |

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| **1.1 Safeguarding Coordinator name** |  |
| **1.2 Safeguarding Coordinator verifier code** |  |
| **1.3 Date** *(must be within 3 months of application being submitted to the Safeguarding Service)* |  |

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| **2.1 Applicant name***(this should be copied exactly from the ID documents* *viewed)*  |  |
| **2.2 Applicant address***(this should be copied exactly from the ID documents viewed)* |  |
| **2.3 Congregation the applicant will be volunteering/working for** |  |

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| **3. ID shown to Safeguarding Coordinator***(Note: You are required to view* ***three*** *forms of ID - refer to full note 1 Please state in each box the specific document you were shown (e.g. “passport”, “gas bill”) and the country of issue (where relevant)* |
| **Photographic ID viewed** (refer to note 2)*(e.g. “Driving Licence (UK)”, “Passport (Italy”))* |  |
| **Proof of address viewed** (refer to note 3)*(e.g. “Driving Licence” if not used as photographic ID, “bank statement”, “Avis d’Impôt – Taxe d’Habitation (France)”, “utility bill”)* |  |
| **Third piece of ID viewed** (refer to note 4) |  |

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| **4.1 Position applied for**(refer to note 5) |  |
| **4.2 Position is paid or voluntary?** *(note: if the position is paid, a copy of the job description must be included with the PVG application paperwork)* |  |
| **4.3 Regulated work with which group(s)?** (refer to note 5) | Protected AdultsChildren Both |

**Note 1**

**ID verification should be done in person with original documents. Where this is not possible, the applicant can show their ID to the Safeguarding Coordinator over a video call. Photos/scans of documents are not acceptable for use in the ID verification process.**

**A minimum of three types of identification must be shown to the** **Coordinator.** At least one must be photographic and at least one must show the applicant’s address. The same piece of ID cannot be used as photographic and to prove the address (in other words, if you view a photographic driving licence as the photographic ID, you must view another type of ID to verify the applicant’s address).

ID documents not in English are acceptable providing the Safeguarding Coordinator viewing the documents is able to understand the language they are in.

When viewing the ID documents, the Safeguarding Coordinator is not only confirming the information on them, but confirming that the documents are, to the best of their knowledge, genuine and not forgeries. If you are not familiar with the type of document you are being shown (e.g. you are shown a driving licence issued by a country you have not seen driving licences from before) please request to see an alternative document instead. If you have any problems or queries with this aspect of the ID verification process, please contact the Safeguarding Service.

If you have any queries regarding whether a particular document can be used or not, please contact the Safeguarding Service for advice.

**Note 2**

**Photographic ID that can be accepted**: Passport, Driving licence with photograph, Student ID card, Bus pass, Government Department Pass/Card (current), Employee ID Card (current), Armed Forces ID card (current), National Union Student ID (current), University ID (current)

**Where you cannot provide Photographic Evidence of Identity:**

If the applicant does not have the required documentation for photographic evidence (physical ID) then they should supply a passport sized photograph and a letter signed and dated by a responsible person (school guidance teacher; Minister of Religion; line manager etc) which states *“I certify that [name of person] residing at [enter full address] has been known to me for [enter duration of time]. Sign, print name & position, insert address & email of responsible person and date.”* Please note this letter should not be completed by the same person countersigning this coversheet. The letter should accompany the application form and be forwarded to the Safeguarding Service. We suggest that the photograph and a photocopy of the letter should be kept by the Coordinator so that a paper trail is available, these documents should be confidentially destroyed once the application has been completed.

**Note 3**

**ID that can be accepted as proof of address**: Credit or store card statement (within last 3 months); Financial statement (e.g. Bank, Mortgage, Personal loan papers, ISA) (within last 3 months); Correspondence from statutory bodies, local or national government departments (within last 3 months); Pension or other benefits book; Visa; Work Permit

Please note that a PVG/Police Certificate cannot be used as proof of address.

A Photo Driving Licence cannot be used as both photo and address ID, two separate forms of ID must be seen.

**Note 4**

**ID that can be accepted as a third piece of ID** (providing that the applicant’s name and photo or name and address appears on the ID, and where it is a letter is dated within the last 3 months): Any of the photographic or proof of address ID types listed above: Current Building Society Account Book; Current Trade Union Membership Card

**Note 5**

**The position(s) applied for must be from the list below**

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| **Position** | **Regulated work with** |
| Congregational Children’s Worker | Children only |
| Congregational Youth Worker  | Children only |
| Musician working with children | Children only |
| Host Family (Parent) | Children only |
| Pastoral Care Worker/Visitor | Protected Adults only |
| Safeguarding Coordinator | Children & Protected Adults |