

# Taking Care Update



Issue 5  
February 08

Presbyterian Church in Ireland Board of Social Witness



[www.presbyterianireland.org/takingcare](http://www.presbyterianireland.org/takingcare)

## IMPORTANT INFORMATION!

The Presbyterian Church in Ireland has registered with Access Northern Ireland in order to continue to facilitate POCVA (Protection of Children and Vulnerable Adults) checking. This will no longer be accessed through the current forms but a new form called a Disclosure form. The Taking Care Office will no longer be accepting POCVA TCF/02/05 forms from **15<sup>th</sup> February**. If POCVA forms are sent to us after this date they will be returned to sender and the applicant will have to fill in a new Disclosure form instead. See overleaf for further information - Please make sure this information is relayed to those who send forms to us, this is *your* responsibility! Leaders in the Republic of Ireland will continue to use Garda Vetting forms as usual.



### Child Exploitation and Online Protection

Thanks to everyone who attended both the training session and the Parents Evening on Monday 28<sup>th</sup> January. I am pleased to report that both events went extremely well. As a result, PCI now have a group of trainers who are equipped to take a presentation to young people in your congregation. To organise a trainer to come to your congregation please contact the Taking Care Office. If you or leaders from your congregation were unable to attend the training event but would have liked to then there will be another chance to do so later on in the year. Put your name down now!

### Designated Persons Training –

#### Essential Training for all Designated Persons

Dromore 11<sup>th</sup> February  
*Banbridge Road*

S. Belfast 19<sup>th</sup> February  
*Fisherwick*

Templepatrick 28<sup>th</sup> Feb  
*Crumlin*

Down 10<sup>th</sup> March  
*1<sup>st</sup> Ballynahinch*

Armagh 13<sup>th</sup> March  
*Armagh Road*

All events start at 7.30 pm



## Have Your say!

This spring will see the commencement of a review of the Taking Care Manual (first printed in 2005). If you have any ideas, comments or constructive criticisms regarding the Manual which includes child protection forms then please let Deborah know. Put your comments in writing to the Taking Care Office, Church House, Fisherwick Place, Belfast BT1 6DW or email using the address below. The closing date is 1 May 2008. Thank-you!

Thanks to all Ministers (Northern Ireland) for their POCVA forms!

Taking Care Office Tel: 02890 417229 Email: [takingcare@presbyterianireland.org](mailto:takingcare@presbyterianireland.org)

# Access Northern Ireland



Access Northern Ireland was established by a joint programme between the Northern Ireland Office, the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland. With the set up of this organization it is hoped that the process of POCVA checking will become more efficient in order to better protect the children and young people in our care.

There will be three main changes: **Identification Verification**, a **Disclosure Form** and a **Disclosure Certificate**.

- 1. Identification Verification** *The Designated Person or other nominated person in each congregation is responsible to verify the identification of a new leader. They would do this by checking an applicant's documents e.g. Passport, Driving license etc. Detailed information regarding this will be sent out with the Disclosure form.*
- 2. Disclosure Form** - There will be a new form, known as a Disclosure form.
  - What is the last date which we can send POCVA forms to the Taking Care Office? *The last date which you can send TCF/02/05 forms to the Taking Care Office is 15<sup>th</sup> February 2008. The only exception to this is for paid posts, the final date for paid posts is 1 March 2008.*
  - What happens if we send POCVA forms after this date? *If we receive POCVA forms after this date they will be returned to sender with a copy of this leaflet. Applicants will have to complete the new Disclosure form.*
  - When will new forms be available? *The new Disclosure forms will be available from March 2008.*
  - Where will I be able to obtain the new forms from? *A copy of the new Disclosure form will be sent to all Designated Persons.*
  - Can these new Disclosure forms be photocopied, emailed or downloaded? *Disclosure forms can be photocopied as many times as needed. The forms can be emailed to Designated Persons or nominated person on a request basis. Do not download the form from Access NI's website as PCI will overprint the form.*
  - Will I continue to send forms to the Taking Care Office? *Yes, Disclosure forms will be sent to the Taking Care Office and NOT to Access NI directly or to a local Police Station.*
- 3. Disclosure Certificate** *Applicants will receive a disclosure certificate once their form has been processed.*

**Will people who are already checked through the current system have to be re-checked?** **NO!** *Like before, the only people who need to fill out forms are those who are new leaders and who have regular contact with children.*

**Who will pay for Disclosure forms?** *There is no charge for Disclosure for volunteers however there will be a charge for those who have paid posts. This cost will be met by the congregation.*

**What will happen if I do not send forms in?** *If you do not send Disclosure forms for your leaders you will not be complying with the policy of the Presbyterian Church in Ireland and most importantly, you may be putting children's lives at risk. While it is not a legal requirement to use Disclosure forms it is illegal to use a volunteer to work with children if they are on the disqualification list.*

**Who needs to know about these changes?** *Everyone within your congregation who currently sends POCVA forms to be processed to the Taking Care Office – this might be a Youth Worker, Office Administrator or Organisational leader.*

**Whose responsibility is it to tell them?** *This information is sent to all Ministers, Session Clerks and Designated Persons; it is up to them to notify anyone who currently sends POCVA forms to us from their congregation.*