

**VOLUNTEERS**  
**CUSTODY SUITES**  
**VOLUNTEERS** CHECKING ENTITLEMENT  
**INDEPENDENT**  
**DETENTION REPORTING**  
OBSERVING AND EVALUATING  
**HUMAN** CUSTODY SUITES  
**WELLBEING** CONDITIONS  
**INDEPENDENT** HEALTH  
**RIGHTS** HEALTH  
**HEALTH** CUSTODY MONITORING  
**CHECKING SUITES VOLUNTEERS**  
**ENTITLEMENTS** CONDITIONS  
INSPECTING FACILITIES  
**WELFARE** HUMAN RIGHTS  
HEALTH WELFARE  
OBSERVING AND EVALUATING  
**VISITING**  
**INDEPENDENT**  
**MONITORING** INSPECTING  
**VOLUNTEERS FACILITIES**  
**WELLBEING** CUSTODY

**APPLICATION FORM**

**INDEPENDENT CUSTODY  
VISITOR (ICV)  
2022/2023**

**CLOSING DATE - 12 NOON (BST)  
FRIDAY 2ND DECEMBER 2022**



## GENERAL GUIDANCE

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1. Please read the Applicant Information Booklet fully before you fill out this form.
2. Please note Section 3 – who is not eligible to be an ICV.
3. You must complete all parts of this Application Form as failure to do so may result in your application not being progressed. Please use the checklist in Section 9.
4. Please submit this form only; supplementary material such as CVs will not be considered.
5. Electronic versions of completed application forms are encouraged via e-mail to [CustodyVisitingRecruitment@nipolicingboard.org.uk](mailto:CustodyVisitingRecruitment@nipolicingboard.org.uk).
6. Handwritten applications should be completed using legible writing and black ink and returned to the following address:

### **Custody Visiting Recruitment**

Northern Ireland Policing Board  
Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast BT1 3BG

7. Please note that not all applications will be successful.
8. Completed applications, including postal applications must be received by the Board **no later than 12 noon (BST) on Friday 2nd December 2022**. Late applications will not be accepted.
9. If you have any questions please contact us at [CustodyVisitingRecruitment@nipolicingboard.org.uk](mailto:CustodyVisitingRecruitment@nipolicingboard.org.uk) or on 028 9040 8571.



Please note that the forms should be downloaded and saved to your computer before completing. If you are using a MAC you may also need to make sure that you have [\*\*Adobe Acrobat Reader\*\*](#) installed.

We have made it possible to complete the form electronically; where you see the grey box please start typing your response. All the normal functions of Microsoft Word should be available where the grey boxes appear.

Please note that once signature is inserted at the end of this form it will be locked and cannot be edited further.

## **SECTION 1: PERSONAL DETAILS**

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The information requested under this section must be fully completed by all applicants. The Board will use the information you provide when considering the appointment of Independent Custody Visitors (ICVs). The Board will process your personal data in accordance with the General Data Protection Regulation/Data Protection Act 2018. Please see our Privacy Notice for full details at Section 6 of the Applicant Information Booklet.

**Title:**

**Forename:**

**Surname:**

**Current address:**

**Postcode:**

**Nationality:**

**Contact telephone number:**

**Email address:**

**For internal use only:**

**Candidate Reference Number:**

**Date Received:**

## **SECTION 2: ICV TEAM**

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The Applicant Information Booklet provides a breakdown of the geographic areas each team covers. Select, in order of preference, which ICV Team you would prefer. Please be advised that we cannot guarantee your first choice.

**Please number your preferences below:**

**South East**

**North West**

**Tyrone/Fermanagh**

## **BACKGROUND**

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**Have you previously been an ICV?**

**Yes**

**No**

**If Yes, have you had a break of 3 years or more from the Scheme?**

**Yes**

**No**

**For internal use only:**

**Candidate Reference Number:**

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## **SECTION 3: WHO IS NOT ELIGIBLE TO BE AN ICV**

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Please confirm you are **not** (tick to confirm):

A former or serving police officer

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Police support staff

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Involved in the criminal justice system (where there is deemed to be a conflict of interest)

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A member of the Appropriate Adult Scheme (a scheme administered by Mindwise which aims to protect and safeguard the rights of young people and mentally vulnerable adults who are detained by police)

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A former or serving Policing Board Member or Policing Board Staff?

***Please note that if you do not tick any of the questions above, it may affect your ability to become an ICV***

## **SECTION 4: WHO IS ELIGIBLE TO BE AN ICV**

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**Please confirm you have (tick to confirm):**

Effective written and verbal communication skills

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An ability to demonstrate concern for the welfare of others

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An ability to act as a member of a team

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An ability to demonstrate an independent and impartial view in relation to all parties involved in the custody visiting process

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An ability to maintain confidentiality and adhere to policies and procedures with a commitment to continued development

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A clean driving licence with access to a vehicle **(including insurance for business purposes)**

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Access to information technology (i.e. computer, tablet or mobile phone) for email/communication in relation to this role

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An ability to meet the necessary time commitments involved in carrying out visits, including weekends and unsociable hours

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Willingness and availability to take part in team meetings (including in person and virtual meetings)

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Willingness and availability to attend necessary training

**Please confirm you are (tick to confirm):**

Aged over 18

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Legally entitled to volunteer in the UK

## **SECTION 5: PERSONAL STATEMENT**

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1. Why do you wish to become an ICV?

Maximum: 3400 Characters

2. Please give details, including examples, which you think demonstrate how you have the qualities needed to be an ICV.

Maximum: 3400 Characters



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3. Please outline your experience of when you have demonstrated effective written and verbal communication skills. This can be in a work, volunteer or personal capacity.

Maximum: 3400 Characters

4. Please outline your experience of being part of an effective team and your role in the team.

Maximum: 3400 Characters

## **SECTION 6: REASONABLE ADJUSTMENTS**

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To ensure all applicants have the opportunity to perform to the best of their ability without barriers in an informal interview situation, should you require any form of reasonable adjustment/s due to a disability, or if you feel you qualify under the Guaranteed Interview Scheme, please provide full details of the adjustment/s required.

If you were to be successfully appointed, you must provide full details of the adjustment/s required and provide appropriate evidence to support your request.

We will only advise the interview panel of adjustments they need to know about in managing the informal interviews.

If you have any questions about your specific needs or would like to give us more information please contact [\*\*CustodyVisitingRecruitment@nipolicingboard.org.uk\*\*](mailto:CustodyVisitingRecruitment@nipolicingboard.org.uk) or phone 028 9040 8571.

## SECTION 7: DECLARATION

I declare that the information I have provided is accurate to the best of my knowledge and belief. I will inform the Board of any change/s in my circumstances which may occur between the date of my application and any possible date of appointment.

I confirm that I have read and understood the Board's Privacy Notice which sets out how they will handle my personal information.

I understand that:


- The ICV role will be subject to the receipt of satisfactory security vetting checks
- If any information provided is found to be untrue or is found to have been deliberately withheld, this will result in the volunteer relationship being brought to an end

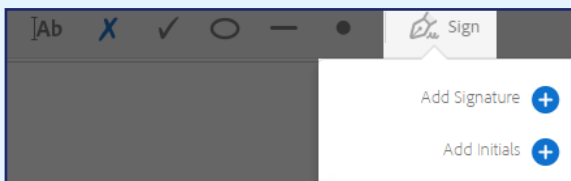
**Signature:**

**Date:**

### How to sign or initial your form

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

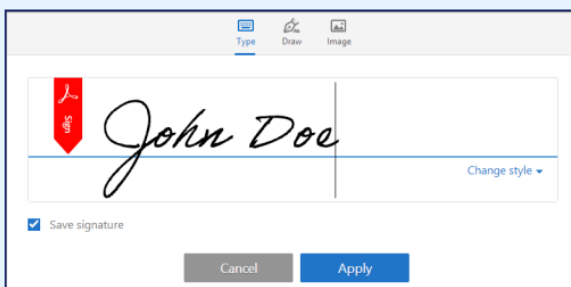
1. Open the PDF document or form in Acrobat or Reader, and click **Fill & Sign** in the right pane.
2. Click the Sign icon  in the Fill & Sign toolbar, and then choose whether you want to add your signature or just initials.



*If you have already added signatures or initials, they are displayed as options to choose from.*

3. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



*You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.*

4. Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

**How did you hear about this opportunity?**

Please tick as applicable:

**Policing Board Website**

**Policing Board event**

**Family member/friend**

**Media**

**Social Media**

(Please state Facebook, Twitter etc.):

Other:

**Thank you for taking the time to complete this application.**

## **SECTION 8: EQUAL OPPORTUNITIES MONITORING**

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(Return completed as part of your application form)

### **IN CONFIDENCE**

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Please note that this section of the form is regarded as part of your application and failure to complete and return it will result in disqualification.

It is the policy of the Northern Ireland Policing Board to ensure that all eligible persons have equal opportunity for volunteer roles based on their ability, qualifications and aptitude for the role. The Board is committed to equal opportunities and welcomes applications from eligible candidates irrespective of their religious belief, political opinion, gender, including gender reassignment, disability, age, race, marital/civil partnership status, sexuality or whether or not they have dependants.

Monitoring is carried out to ensure that the equal opportunity policy of the Board is effectively implemented. For further details of what characteristics are monitored, how this information is used and the steps taken to protect the confidentiality of individual records, please see the Board's Equality Scheme 2018/2023 at [www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk)

Alternative formats of our Equality Scheme are available upon request to [CustodyVisitingRecruitment@nipolicingboard.org.uk](mailto:CustodyVisitingRecruitment@nipolicingboard.org.uk) or 028 9040 8571.

**Please tick the relevant boxes:**

**Male**

**Female**

**Other**

**Date of Birth**

### **Community Background**

Please indicate your community background:

I have a Protestant community background

I have a Roman Catholic community background

I have neither a Protestant or Roman Catholic community background

### Disability

The Disability Discrimination Act (DDA) defines disability as a “physical or mental *impairment* which has a *substantial and long-term adverse effect* on a person’s ability to carry out normal day to day activities”.

### Do you consider yourself to have a disability?

Yes

No

### Race

Please indicate your race:

White

Black Caribbean

Chinese

Pakistani

Black African

Bangladeshi

Black Other

Indian

Any other race please state here:

### Sexual Orientation

My sexual orientation is towards someone:

Of the same sex (this covers homosexual men and women)

Of a different sex (this covers heterosexual men and women)

Of the same sex and of the opposite sex (this covers bisexual men and women)

### For internal use only:

Candidate Reference Number:

Date Received:

### **Marital Status**

Please indicate your marital status by ticking one box below:

Single, that is never married or in a civil partnership

Married

Separated, but still legally married

Divorced

Widowed

In a civil partnership

Separated, but still legally in a civil partnership

Formerly in a civil partnership which is now legally dissolved

Surviving partner from a civil partnership

### **Dependants**

Do you have a personal responsibility for the care of a child or children, a person/s with a disability or a dependant older person?

**Yes**

**No**



## **SECTION 9: CHECKLIST**

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1. Have you filled in Sections 1 - 6?
2. Have you signed and dated Section 7 - Declaration?
3. Have you completed Section 8 - Equal Opportunities Monitoring form?
4. Have you ticked all the appropriate boxes?

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-  [Northernirelandpolicingboard](https://www.linkedin.com/company/northernirelandpolicingboard)

