

VOLUNTEER APPLICATION FORM

Vacancy Details	
Which role are you applying for?	Independent Custody Visitor
Advertising origin	
Where did you find out about this vacancy?	

Eligibility	
<i>You are not eligible to apply if you are unable to confirm that you meet the below criteria</i>	
I am over 18 years of age	Confirm <input type="checkbox"/>
I reside or work in Greater Manchester	Confirm <input type="checkbox"/>
I am not a member of Police Staff or a serving Police Officer/PCSO/Special Constable	Confirm <input type="checkbox"/>
I am not a Magistrate or Appropriate Adult	Confirm <input type="checkbox"/>
If you are a retired Police Officer, Magistrate, Appropriate Adult <u>or</u> if you are a Licenced Legal Practitioner (Lawyer/Solicitor/Barrister) please contact us to discuss before completing an application form	
Eligibility to work in the UK	
Current legislation means that it is a criminal offence to recruit a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.	
Do you have an entitlement to work/volunteer in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>

When completing this form please ensure that you meet the essential and where possible the desirable criteria as identified in the person specification. The details supplied by you on this form are confidential and will form part of your personnel record if successful.

Personal Details	
Title:	
First name(s):	
Last name:	
Other names you have been known by:	
Date of Birth:	

Permanent Address:	
Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Email address:	
National Insurance Number:	

<p>Next of Kin (Please include name, address and emergency contact number)</p>	
<p>Are you disabled or do you suffer from any medical condition which may affect your ability to carry out the duties of an Independent Custody Visitor?</p> <p>If yes please give details, this will not necessarily affect your application</p>	
<p>Name and address of employer</p> <p>Please state if you are unemployed/not in work or retired and include last employer details</p>	

Experience and Knowledge

Have you ever been an Independent Custody Visitor before? (If yes, please provide details of the scheme you were a member of)

Are you currently undertaking any other volunteer role?
(If yes, please provide brief details of the role)

Have you previously undertaken any voluntary roles?
(If yes, please provide brief details of the role)

Why do you wish to be an Independent Custody Visitor?

REHABILITATION OF OFFENDERS

This volunteering position involves working with vulnerable adults/juveniles or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including 'spent convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a volunteering position.

Disclosure

Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?

Yes

No

If yes, please state;

Offence/s	Outcome of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Date of Offence/s	Disposal (if known)

Have you ever been involved in a criminal investigation or been associated with criminals?

Yes

No

If yes, please give details below. The completion of this question and provision of this information is a requirement in all applications, but will not necessarily affect the outcome of your application. Offences covered by the Rehabilitation of Offenders Act 1974 need not be listed if they are spent.

VOLUNTEERING/EMPLOYMENT HISTORY

This gives the recruiting panel an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed where appropriate.

Volunteering/Employment Experience

Name of current/most recent employer/voluntary organisation:

Job Title:

Address:

Postcode:

Date from/to (dd/mm/yyyy):

Reason for leaving: (if applicable)

Please provide brief details of duties and responsibilities:	
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Please list all other jobs held during the past 4 years, starting with the most recent, including any other volunteering roles.

Previous Volunteering/Employment Experience						
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Name of previous organisations	Job Title	Address	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Reason for leaving	Please provide brief details of duties and responsibilities

Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the role. Please read through the role description to get a clear view of what the role involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as **essential**.

Please make sure that you tell us how you match the requirements of the role by giving examples of any relevant abilities, experience and qualifications. This may be from your current or previous role from either paid or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Ensure that the information you provide is well organised and relevant.**
- **It should show to that extent you have gained the skills and experience necessary for the role you are applying for.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**

NB: Please continue on separate sheets if necessary

Essential Criteria*

Reliability and punctuality to attend police stations as per the rota.

Work with colleagues as part of a team.

Be able to communicate effectively both orally and in writing with people from a variety of backgrounds.

Can demonstrate the ability to form good working relationships with a variety of people, including clients and representatives of other agencies both statutory and voluntary.

Have the ability to be objective and impartial.

Have the ability to challenge constructively when necessary.

Demonstrate the ability to recognise factors which cause stress both in oneself and others, and to identify appropriate coping mechanisms.

Be aware/demonstrate safeguarding the interests of vulnerable adults and young people and promoting their welfare.

Must be able to maintain confidentiality

Have an understanding and awareness of diversity and equality issues.

Must be committed to attend mandatory and other essential training courses, supervision sessions and meetings.

This position requires you to travel within Greater Manchester. You must demonstrate that you can make acceptable travel arrangements.

Desirable Criteria*

Basic knowledge of relevant parts of the criminal justice system including police procedures and the role of the Independent Custody Visitor.

Have an interest in the rights and welfare of individuals in the Criminal Justice System.

Have good observational skills.

Demonstrate ability to complete forms clearly and concisely.

Hold a driving license valid in the UK.

References

Please give details of two referees, one of which must be from your current/last line manager. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives. If you are a college leaver, then you're Head Teacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. References will be taken up prior to interview due to safeguarding practices.

Reference 1	Reference 2
Referee name:	Referee name:
Job title (if applicable):	Job title (if applicable):
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email address:	Email address:
How do you know them:	How do you know them:

Declaration

I have read the information supplied to me concerning the duties and responsibilities of the volunteer role and would be prepared, if my application is accepted, to attend training, supervision sessions and panel meetings as necessary and complete the appropriate undertaking in respect of confidentiality.

I agree to the Police, Crime, Criminal Justice and Fire office undertaking Greater Manchester Police Vetting in connection with my application as a volunteer.

I confirm that the information I have provided is accurate to the best of my knowledge and belief. I understand that any false information, any relevant omission or misleading statements may disqualify me from volunteering and result in my dismissal.

Signed:	
Date:	

Postal Address

When completed please return this form to the
Greater Manchester Combined Authority
Churchgate House
56 Oxford Road
Manchester
M1 6EU

Or email to volunteers.icv@greatermanchester-ca.gov.uk

Please ensure that you have completed every appropriate question.

Personal Data

As part of the recruitment process you will provide us with personal and special categories data. This information will only be used as part of the recruitment, and where appropriate, appointment process. If you are unsuccessful at the shortlisting or interview stage your data will only be retained for 6 months following the date of decision.

GMCA is provided with HR support and Financial Services support by Greater Manchester Fire and Rescue and GMP. If you are successful in interview your data will be shared with the GMFRS for access to IT system and GMP to enable vetting to be carried out and progress your application through to appointment.

Further information on how the GMCA deals with information can be found on our website:

<https://greatermanchester-ca.gov.uk>

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MONITORING EQUALITY AND DIVERSITY

The Greater Manchester Combined Authority is committed to treating everyone who uses its services fairly and with respect. We know that people do not always receive fair treatment, sometimes this is because of their age, at other times it is because of disability, ethnic heritage, gender, sexual orientation or religion/belief.

The Combined Authority works hard to ensure that our team of volunteers are demographically representative of Greater Manchester and the communities we serve. This form will assist us in monitoring the diversity of our volunteers.

You do not have to fill in this form, but it will assist us to offer better services. The information you provide will only be used to check what we do. We will always follow the laws that protect against its misuse such as the Data Protection Act 1998.

Gender			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Is your gender identity the same as the gender you were assigned at birth?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Ethnic Origin		
White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Other White European	<input type="checkbox"/>
	Other White (please state)*	<input type="checkbox"/> *
Mixed	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>
	Other mixed (please state)*	<input type="checkbox"/> *
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Other Asian (please state)*	<input type="checkbox"/> *
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	British	<input type="checkbox"/>
	Other black (please state)*	<input type="checkbox"/> *
Chinese or other	Chinese	<input type="checkbox"/>
	Other ethnic group (please state)*	<input type="checkbox"/> *
	Unknown	<input type="checkbox"/>

Religion/Belief			
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jain	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Zoroastrian	<input type="checkbox"/>
Other	<input type="checkbox"/>	No Religion	<input type="checkbox"/>

Sexual Orientation			
Bisexual	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Heterosexual/Straight	<input type="checkbox"/>	Gay Woman/Lesbian	<input type="checkbox"/>

Age			
Under 18	<input type="checkbox"/>	45 - 54	<input type="checkbox"/>
18 - 24	<input type="checkbox"/>	55 - 64	<input type="checkbox"/>
25 - 34	<input type="checkbox"/>	65 - 74	<input type="checkbox"/>
35 - 44	<input type="checkbox"/>	75 +	<input type="checkbox"/>

Disability
<p>The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (e.g. Has lasted or is expected to last over 12 months)</p> <p>Do you consider yourself to be disabled according to this definition?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered yes, how would you define this impairment?</p>
Please specify any arrangements we can make to assist you if you are invited for interview/assessment.

*** Return with completed application form**

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DESIGNATED POLICE STATIONS TO VISIT

DIVISION		POLICE STATION CUSTODY SUITE	* <input type="checkbox"/>
A	City of Manchester	Central Park	<input type="checkbox"/>
E	Metropolitan	Longsight	<input type="checkbox"/>
F	Salford	Swinton	<input type="checkbox"/>
G	Tameside	Ashton Under Lyne	<input type="checkbox"/>
J	Stockport	Cheadle Heath	<input type="checkbox"/>
K	Bolton	Bolton (standby site)	<input type="checkbox"/>
L	Wigan	Wigan	<input type="checkbox"/>
N	Bury/Rochdale	Bury	<input type="checkbox"/>
			<input type="checkbox"/>

***Tick preference and return with completed application form**

INDEPENDENT CUSTODY VISITING SCHEME **APPLICANTS SUPPORTING INFORMATION**

What is the role of an Independent Custody Visitor?

Independent Custody Visitors (ICVs) are people who make random visits in pairs, to police stations, to check on the welfare of the people who are in police custody. Custody Visitors come from all walks of life and sections of the community and must be aged over 18. People cannot become Independent Custody Visitors if they are elected members of councils, serving magistrate, an Appropriate Adult, a member of the police force or Police, Crime, Criminal Justice and Fire Office staff. Other people may be excluded, after discussion with the individual applicant, if they have a direct involvement in the criminal justice system such as solicitors or probation officers

Eligibility

Subject to the exceptions set out below, any person aged over 18 who lives works or studies in Greater Manchester may be appointed by the Greater Manchester Combined Authority as an ICV. ICVs should be persons of good character who are able to make unbiased observations, in which the community can have confidence, and which the police will accept as fair criticism when it is justified. Anyone who has ever served a term of imprisonment or detention may not be suitable for this reason. Applicants will therefore be asked to include on their application form details of any such convictions, including those which are spent by reason of the Rehabilitation of Offenders Act 1974, and to consent to police vetting enquiries being made. Wherever information provided from the police differs from that provided by the applicant, the Combined Authority will discuss the discrepancy with the person concerned before deciding whether or not to appoint.

Each application will be treated on its merits, but the over-riding factor will be to prevent possible conflicts of interest for individuals, and to maintain the independence and integrity of the scheme as a whole.

How ICVs are selected and trained?

Following assessment of the information provided on the application form, all successfully short-listed candidates will then be invited to attend an interview conducted by officers from the Combined Authority who will make a decision on who should progress to the probationary stage.

Those successful are then required to attend a two-day induction training session that incorporates a visit to a GMP custody suite. During the training sessions, candidates will be further assessed through observations.

On successful completion of the training, ICVs are issued with an official identity card and relevant documentation.

ICVs are required to attend a further five developmental training sessions over a period of 2 years and must attend refresher training of each session every 2 years after initial completion which cover the following topics:

- Equality, Diversity & Human Rights
- Safeguarding Vulnerable People
- Mental Health Awareness
- Difficulties and Barriers to Communication
- Dealing With Conflict Within Your Role/ICV PACE Refresher Training

Are ICVs subject to any police checks?

As the role of the ICV specifically means they deal with juveniles and vulnerable adults, the Combined Authority has a duty to carry out via Greater Manchester Police, non-police personnel vetting. This procedure involves completing a questionnaire where the answers are checked against police records to ensure an individual is suitable to undertake voluntary duties on GMP premises.

When and where are visits made?

The actual timing and frequency of visits is a matter ICVs to determine within the framework of the rota for their division. Volunteers are required to undertake a minimum of 12 visits per year, per division although most ICVs visit more frequently.

The first few custody visits are undertaken with a Lead Visitor who will assess the ICV during this time. ICVs will normally only visit those police stations within their designated/agreed area(s). (See list of designated police stations).

ICVs make visits to custody suites randomly and unannounced, however, on occasions, a senior police officer may actually ask for an ICV visit to the police station if they consider that a particular arrest or series of arrests may have given rise to concern and anxiety in the community.

What happens when ICVs make a visit?

The ICVs arrive in the custody suite; a police officer (usually the custody detention officer) will tell them how many people are detained in custody. The officer will take the ICVs cue cards to show to all or as many detainees wish to be seen. The cue cards explain to detainees the role of the ICVs and their photograph. (This procedure is designed to protect, as far as possible, the detainee's privacy). It is possible that individuals may actually know the ICV and may not wish to see them in such circumstances, or even for the ICV to know that they are in custody. The police are concerned that while ICVs are pursuing their duties they do not obstruct them in carrying out theirs. They will expect that:-

- (i) ICVs will not interest themselves in the legal or evidential aspects of whatever matter has brought an individual into custody. (That does not mean that if a detainee makes an allegation about, for example, an unduly rough arrest an ICV would ignore it)
- (ii) An interview will not be interrupted or delayed to give ICVs access to a detainee. (It is open to ICVs, of course, to wait until the police interview is concluded).
- (iii) ICVs may be refused access to an individual if the police feel that it might prejudice an important investigation. (This would be a very exceptional occurrence and would be reported to both the GM Combined Authority and to the Chief Constable).

It is also possible that ICVs may be asked to wait or return later if they arrive at the police station when the custody office is particularly busy.

Are there any risks?

The duty may sometimes be unpleasant but it should not bring ICVs into danger. Interviews with detainees are, for protection purposes, normally carried out within hearing and/or sight of a police officer and ICVs will be advised about any person in custody who is thought to be dangerous. In such circumstances detained persons would NOT be spoken to in their cell by the ICVs. The Greater Manchester Combined Authority has arranged appropriate insurance cover for ICVs.

Is there a lot of paperwork?

A book of report forms is kept at each police station and one is completed for every visit made. Often this simply records the fact that a custody visit has been made. Copies of the report forms are left at the police station and one is forwarded to the Combined Authority. Matters of concern that are reported are brought to the attention of the Office and acted upon with the relevant GMP Division. The only other administrative task is claiming expenses - the Greater Manchester Combined Authority pays for travel to and from police stations, either by public transport, or at agreed rates for car owners. Relevant telephone expenses incurred as part of ICV duties are also paid. Lead Visitors are issued with mobile telephones from the Combined Authority.

The appointment of Independent Custody Visitors

Although the work is entirely voluntary, the Greater Manchester Combined Authority has the right to terminate a ICVs appointment if it is felt that the individual's conduct is not of the required standard or if the ICV is not achieving to the agreed protocols such as mandatory training.

Newly appointed ICVs will complete a probationary period of six months to give them a chance to see if they like the role, and for the Greater Manchester Combined Authority to see if they are suitable for it. One to one supervision takes place every nine months following this period.

Appointments as an ICV must initially be for 3 years. Full re-assessments for suitability must take place at regular intervals but no longer than three years apart. The key factors in renewing appointments for further periods must be the continuing ability and willingness of the individuals involved to do the job effectively.

Further information contact:

If you have any further queries, or wish to discuss any aspect of the scheme, please contact:

Greater Manchester Combined Authority
Churchgate House
56 Oxford Road
Manchester
M1 6EU

.Tel: 0161 778 7022

Email: volunteers.icv@greatermanchester-ca.gov.uk

INDEPENDENT CUSTODY VISITOR

ROLE DESCRIPTION

Roles and Responsibilities:	
Role title	Independent Custody Visitor (ICV)
Responsible To	Volunteer Manager
Where	At designated police stations within Greater Manchester
When	Visits can be conducted at random times, 7 days a weeks, 24 hours a day.
Commitment	<p>Volunteers are required to give annually a minimum commitment to 12 visits, per year.</p> <p>Volunteers are required to attend a programme of mandatory training and must attend refresher training of each module every 2 years after initial completion.</p> <p>Volunteers are also expected to attend meetings/training events in the evenings or weekends. ICVs are also required to attend 2 support meetings in a 2 year period.</p>
Duration	<u>SEE SUPPORTING INFORMATION</u>
Requirements	<p>Must be over 18 years of age and live, work, or study in Greater Manchester.</p> <p>Must not be a serving Magistrate, member of the police force, Appropriate Adult with GM area or an officer within the Police, Crime, Criminal Justice and Fire Office, and have no involvement in the criminal justice system.</p> <p>Must be willing to undergo Greater Manchester Police Vetting and provide references.</p>

Key duties:

1. To undertake the role of ICV by carrying out random, unannounced visits, in pairs, to police station custody suites to check on the welfare of detainees.
2. To arrange visits with fellow custody visitors, in line with agreed rotas.
3. To keep the Greater Manchester Combined Authority, Lead Visitor and fellow custody visitors informed of any issues with visits.

4. To check on the conditions in which a detainee is kept, their health and well-being and their legal rights and entitlements, with reference to PACE Codes C & H.
5. Where appropriate, examine the detainee's custody record to clarify and check any concerns raised by the detainee.
6. To discuss with the custody officer any concerns and requests arising from the visit and bring to their attention any issues that need to be dealt with.
7. To complete the appropriate report forms, ensuring that all relevant information is recorded accurately and concisely.
8. To distribute copies of the ICV report form to the appropriate people on leaving the police station.
9. To complete and submit expense claims in line with the Greater Manchester Combined Authority Volunteer Expenses Policy.
10. Attend five mandatory training sessions within the first 2 years of service and must attend refresher training of each session every 2 years after initial completion.
11. To attend, as appropriate, meetings of ICVs and one to-one supervision with the Combined Authority.
12. To carry out the duties of an ICV as set out in the Scheme's guidelines; and with full regard to the Greater Manchester Code of Conduct and Equalities, Health and Safety and Confidentiality policies.

INDEPENDENT CUSTODY VISITOR

PERSON SPECIFICATION

<u>Essential Criteria</u>	<u>Measure By</u>
1. Must be at least 18 years of age.	Application
2. Must live, work or study in the Greater Manchester area.	Application
3. Must have a good understanding of the English Language.	Application/ Interview
4. Can demonstrate sufficient time and flexibility to volunteer.	Interview
5. Reliability and punctuality to attend police stations as per the rota.	Application/ Interview
6. Work with colleagues as part of a team.	Application/ Interview
7. Be able to communicate effectively both orally and in writing with people from a variety of backgrounds.	Application/ Interview
8. Have good listening skills.	Interview
9. Can demonstrate the ability to form good working relationships with a variety of people, including clients and representatives of other agencies both statutory and voluntary.	Application/ Interview
10. Have the ability to be objective and impartial.	Application/ Interview
11. Have the ability to challenge constructively when necessary.	Application/ Interview
12. Demonstrate the ability to recognise factors which cause stress both in oneself and others, and to identify appropriate coping mechanisms.	Application
13. Be aware/demonstrate safeguarding the interests of vulnerable adults and young people and promoting their welfare.	Interview

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| 14. Must be able to maintain confidentiality. | Application/
Interview |
| 15. Have an understanding and awareness of diversity and equality issues. | Application/
Interview |
| 16. Must be committed to attend mandatory and other essential training courses, supervision sessions and meetings. | Application/
Interview |
| 17. This position requires you to travel within Greater Manchester. You must demonstrate that you can make acceptable travel arrangements.
Must not have lived outside the UK for longer than 6 months within the last three years. | Application

Application |

<u>Desirable Criteria*</u>	<u>Measure By</u>
1. Basic knowledge of relevant parts of the criminal justice system including police procedures and the role of the Independent Custody Visitor.	Interview
2. Have an interest in the rights and welfare of individuals in the Criminal Justice System.	Application/ Interview
3. Have observational skills.	Application
4. Demonstrate ability to complete forms clearly and concisely.	Application/ Training
5. Hold a driving license valid in the UK.	Application