

**Please note: Volunteers helping on all projects other than Courts and Family and Parenting project will eventually need to complete the prison security clearance process, which requires some form of photo ID such as a passport or driving licence photocard.**

- 1. Apply:** Complete and return a Volunteer Application Form to: Volunteer Coordinator, NEPACS, 20 Old Elvet, Durham, DH1 3HW or email: [volunteering@nepacs.co.uk](mailto:volunteering@nepacs.co.uk). (Please note, if you are posting the form in a large A4 envelope, a 'Large Letter' value stamp will be required)
- 2. Informal Interview:** Your application will be forwarded on to the relevant manager who will invite you for an informal interview to find out more about yourself and for you to ask any questions you have about the project.
- 3. References:** We require contact details for 2 professionals who we will ask to confirm if they know of any concerns in regards to you volunteering in a charity linked to a prison where you will come into contact with the families of prisoners, children and in some cases prisoners.
- 4. DBS form:** You will need to complete a Disclosure and Barring Service (DBS) Form and hand it in to a member of staff with your ID. See table below for valid ID documents.

Once your DBS check has cleared and there are no issues you can start to volunteer in all projects, excluding the Youth Zone in Holme House, the Tea Bar in Kirklevington and elements of Heading Home/Family Support as these are based in the prison and require prison clearance.

- 5. Prison Clearance:** Once you have started to volunteer you need to complete Prison Vetting Forms. The prisons stipulate all volunteers can start with a DBS check as long as they are undergoing the prison clearance process. ( Courts and Family and Parenting project do not require prison clearance). As well as producing a DBS certificate the prison vetting process requires volunteers to produce a Right to Work Document, please ask us if you are unsure what document you can use.
- 6. Induction and Training:** Volunteers are invited to attend a Generic Induction Session and will also receive a Project Specific Induction. All volunteers must attend the relevant mandatory training as prescribed by the prison. This may include, but is not limited to, Fire Awareness Training and Security Training.

Nepacs are committed to recruiting a diverse pool of volunteers, however it can take longer to process prospective volunteers who have been resident, or spent a substantial amount of time working or volunteering in countries other than the UK. Please speak to us so we can advise on how the process will work if this applies to you, and to ensure you have the correct ID for a DBS check and a Right to Work document for the prison vetting procedure if required.

### Valid ID documents for a DBS check

Group 1	Group 2a	Group 2b
<ul style="list-style-type: none"> <li>• Current valid Passport.</li> <li>• Current Driving Licence (UK) photo-card and paper counterpart</li> <li>• Birth Certificate (UK and Channel Islands) - issued at the time of birth</li> <li>• Biometric Residence Permit (UK)</li> </ul>	<ul style="list-style-type: none"> <li>• Current UK Driving Licence (old style paper version)</li> <li>• Birth Certificate (UK &amp; Channel Islands) issued after the time of birth</li> <li>• Marriage/Civil Partnership Certificate (UK &amp; Channel Islands)</li> <li>• Adoption Certificate</li> <li>• HM Forces ID Card</li> <li>• Fire Arms Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement</li> <li>• Bank Statement or account opening letter</li> <li>• Credit Card Statement</li> <li>• Financial Statement e.g. ISA</li> <li>• P45/P60 Statement</li> <li>• Council Tax Statement</li> <li>• Work Permit/VISA</li> <li>• Utility Bill</li> <li>• Benefit Statement</li> <li>• Document from Local/Central Government</li> </ul>

### Route one

All applicants must initially be considered for route one. Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from group 1 and
- 2 further documents from group 1, 2a or 2b

If you do not have a document from Group 1 above please call us and we can discuss how you can complete a DBS check: 0191 375 7278.