



Life-Changing Pilgrimage Holidays

hcpt

Volunteering with HCPT: Safer Recruitment Guidance



Oakfield Park, 32 Bilton Road, Rugby, Warwickshire, CV22 7HQ.
Charity registered in England & Wales (281074) and in Scotland (SC043743)
Limited company registered in England & Wales (1095198)

This document is intended for new Helpers and Autonomous Adults of all groups attending the HCPT Easter and Summer 2025 pilgrimages

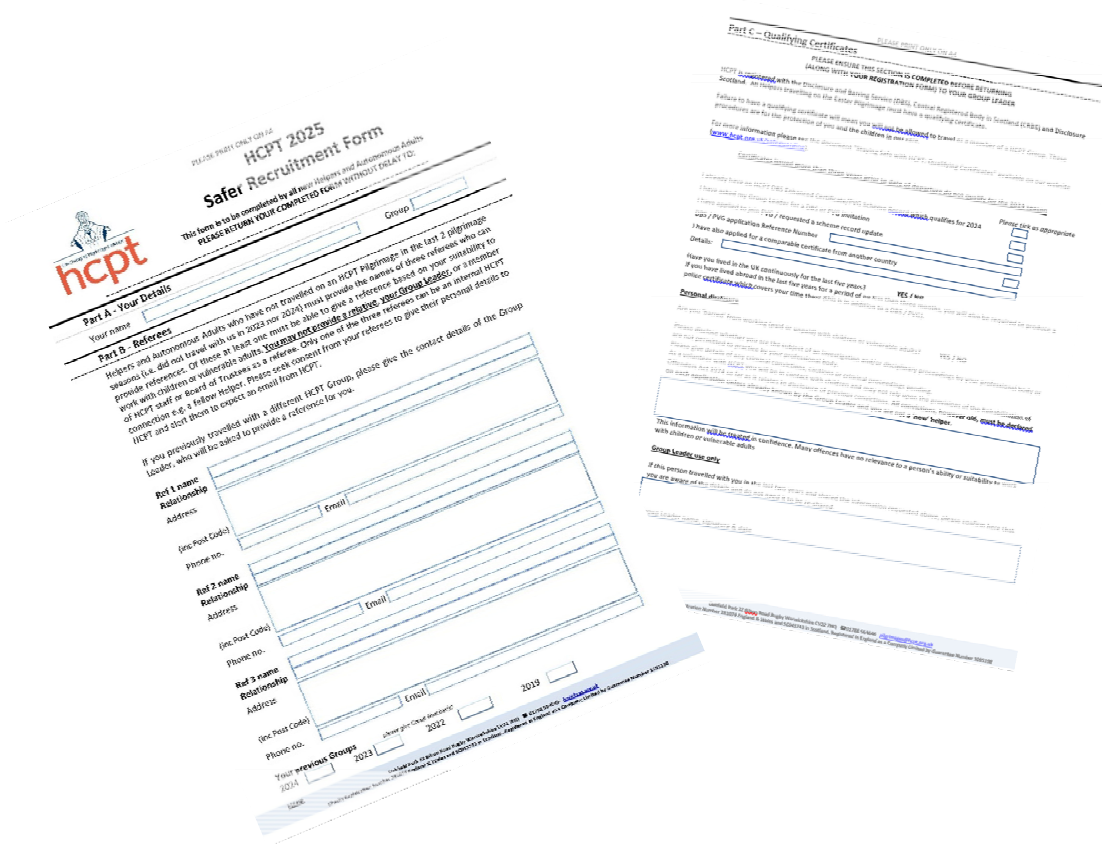
1.	Introduction	2
2.	References	3
2.1	Who requires references?	3
2.2	How many references are required?	3
2.3	Reference Request Process.....	3
3.	Qualifying Certificates.....	4
3.1	Why are Certificates Required?	4
3.2	Who Requires a Certificate?	4
3.3	What is a Qualifying Certificate?.....	5
3.4	Timelines for Certificate Issuance	6
4.	How to Request a Qualifying Certificate.....	6
4.1	DBS via UKCRBS Online System (England and Wales groups).....	6
4.2	DBS Update Service (England and wales groups)	6
4.3	PVG Scheme (Scotland groups).....	7
4.4	Overseas Procedures for Foreign Certificates.....	8
4.5	What to do with the Certificate	8
4.6	Policy on the Recruitment of Ex-offenders	9
5.	UKCRBS Online Disclosures Guidance.....	10
6.	HCPT Policy Statement – Handling of Qualifying Certificates.....	12
6.1	General principles	12
6.2	Storage and access.....	12
6.3	Handling	12
6.4	Usage.....	12
6.5	Retention.....	12
6.6	Disposal	13
6.7	Acting as an umbrella body.....	13

1. Introduction

All new Volunteers (Helpers and Autonomous Adults) travelling on a 2025 pilgrimage, must complete a paper Safer Recruitment Form or input their referee details via self-service on myhcpt. The self-service option will only be available once a Volunteer has accepted their 2025 invitation link. Please note that while we aspire to have this self-service option available for Easter 2025 references, any updates indicating otherwise will be posted via the newsletter.

When completing a paper Safer Recruitment Form or myhcpt self-service, Volunteers will be asked to identify three referees and will also be guided towards the process of obtaining the required qualifying certificates e.g. DBS, PVG and where necessary, foreign police check.

Volunteers are to ensure that their referees are aware that HQ will be contacting them via email, and referees should also be made aware of the need to check their spam/junk folders if nothing has landed in their inbox. Of the referee details provided, at least one referee must be able to give a reference based on the suitability of the Volunteer to work with children or vulnerable adults. **Referees may not be a relative, the current Group Leader, or a member of HCPT staff or Board of Trustees.** Only one referee may be an internal HCPT connection e.g. a fellow Helper.



A Safer Recruitment Form can be obtained from the Group Leader. Once completed, return it to the Group Leader along with the Registration Form. Alternatively, HQ aspires to have the myhcpt self-service available to input referee details, once the Volunteer has accepted their 2025 invite.

2. References

2.1 Who requires references?

All Volunteers (Helpers and Autonomous Adults) with the following criteria will be classified as new:

- Have not previously travelled with HCPT, or
- Are returning to travel with HCPT after a gap of 2 travelling years or more (i.e. did not travel in 2023 or 2024) or
- Previously travelled with HCPT as an infant, Junior, Sponsored Child, Assisted Adult or Friend of HCPT

Any Volunteer unsure as to whether their status would be considered 'new' or not, should check with their Group Leader or with the HR & Admin Department at HQ.

If the Volunteer previously travelled with a different HCPT Group within the last 2 years, then HQ will seek a 'change of group' reference.

2.2 How many references are required?

All new Volunteers who have not travelled on an HCPT Pilgrimage over the last 2 pilgrimage years must have two satisfactory references to be allowed to travel on the pilgrimage.

All Volunteers who travelled with a different group over the last 2 pilgrimage years, require 1 satisfactory 'change of group' reference which HQ will seek.

2.3 Reference Request Process

Once HQ has received the referees' contact details, the Admin & HR team will contact them. A valid email address must be provided for each referee as they will be sent an online reference form to complete.

<i>The deadline for response may change according to the time of the year and how close the request is to the final deadline date.</i>		
1.	First Request	The referee(s) will be contacted by email and asked to submit the online reference form sent to them. The referee(s) will be given a 7 working day deadline to submit the reference.
2.	Reminder	If the reference does not come through within the provided timeframe, a reminder will be sent following the lapsed deadline informing the referee(s) that the deadline has passed and re-requesting submission of the reference.
<i>The following steps will take place if the reference is not received following the reminder</i>		
3.	Call	The referee will be contacted by telephone to ensure they received the reference request and that they are able to submit it. If they cannot submit the reference, HQ will ask that an alternative referee is nominated by the Volunteer and the process will start again.
4.	Final stage	If the reference(s) are outstanding 3 weeks (21 days) after the initial reference request was sent to the nominated referee(s), HQ will contact the Volunteer and ask that they either contact the current referee directly to follow up, or nominate an alternative referee.

We aim to process referee contact details and send out the reference requests, within 7 working days of receipt of them. However during busy periods it may take longer.

Easter

The final deadline for receipt of all referee(s) contact details at HQ is two weeks prior to Ash Wednesday (19 February 2025) and the deadline for references to be received is Ash Wednesday (5th March 2025).

Any referee details received after the 19/02/2025, including for any late additions to the group after Ash Wednesday, will need to be collected and contacted by the Group Leader, who will also need to send the references

through to HQ. In this case the Group Leader is welcome to reach out to the Admin & HR Department for the link to the reference form.

If any required references have not been received by Ash Wednesday then the Volunteer's place on the pilgrimage will be suspended.

Please note that following the deadlines, HQ will no longer request references nor chase outstanding references, and it will become the responsibility of the Volunteer to chase any outstanding references, and the Group Leader to collect and submit these to HQ. HQ cannot accept any references that come in directly via the Volunteers themselves.

Summer

The deadline for receipt of Summer references is 10 days prior to travel. If all required references have not been received by this date the Volunteer's place on the pilgrimage will be suspended.

Please note that following the deadlines, HQ will no longer request references nor chase outstanding references, and it will become the responsibility of the Volunteer to chase any outstanding references, and the Group Leader to collect and submit these to HQ. HQ cannot accept any references that come in directly via the Volunteers themselves.

3. Qualifying Certificates

3.1 Why are Certificates Required?

The role of a HCPT helper in working with children and vulnerable adults, falls within the new definition of 'regulated activity' as set out in the Safeguarding Vulnerable Groups Act 2006. [HCPT Safeguarding Guidebook v4.1, C1.3 page 46]

Regulated activity includes work (paid and unpaid) which involves certain close contact with children or vulnerable adults. There is also a series of offences in relation to regulated activity - for example, an individual commits an offence if he engages in regulated activity whilst barred ("It is an offence for an individual to do, or to seek or agree to do, any regulated work from which the individual is barred." Protection of Vulnerable Groups (Scotland) Act 2007 Section 34). Other offences relate to the person who permits an individual to engage in regulated activity. For example, an employer may be guilty of an offence if he fails to carry out appropriate checks before permitting an employee to engage in regulated activity.

Therefore, any individual wishing to participate in a HCPT pilgrimage to Lourdes must have undertaken satisfactory vetting procedures before being able to travel. The appropriate procedures will vary depending on the potential Volunteer's country of residence.

The Disclosure and Barring Service (DBS) in England & Wales, and the PVG Scheme in Scotland, provide HCPT with the means of ensuring that all Volunteers in each Group are not barred from undertaking the relevant regulated activities which essentially form the role of being a Helper in a HCPT group.

3.2 Who Requires a Certificate?

All Staff, Trustees and Volunteers (Helpers and Autonomous Adults, including Chaplains and those in any other leadership roles, even if not directly responsible for delivering care) **aged 16 years or older** and travelling on a HCPT Pilgrimage, require a qualifying certificate. ***This is a statutory requirement on all Volunteers because HCPT is a regulated activity provider.*** It is worth noting that while Autonomous Adults do not engage in direct care of a Group's

Beneficiaries (sponsored children or assisted adults), they do share the same environment and are fully part of the Group and therefore require the certificate.

The minimum age for applying for an enhanced DBS certificate is 16 years. Therefore, there is no requirement for young helpers aged under 16 years on 31st January of the year of the Easter Pilgrimage to apply for an enhanced DBS certificate.

Adult Beneficiaries in an Easter or Summer Group are dependent upon care and supervision at all times from Helpers in the Group, and therefore do not require a certificate – instead they should provide a full medical declaration on the registration form and be appropriately supervised throughout the week.

It is the Group Leader’s responsibility to ensure that all Volunteers in their group - including themselves - have a valid Qualifying Certificate.

3.3 What is a Qualifying Certificate?

The following certificates qualify for 2025

Certificate type	Easter 2025	Summer 2025
	Must be valid up to and including:	Must be valid up to and including:
DBS Enhanced certificate, or DBS Update Certificate, issued for HCPT via our service provider	10 May 2025	Two weeks from the date of return to the UK following the Group’s Pilgrimage
PVG Membership and Scheme Record or Scheme Record Update for HCPT	10 May 2025	Two weeks from the date of return to the UK following the Group’s Pilgrimage

Additional Certificates

Any person who is currently a resident abroad, or who has lived abroad of the UK for at least three months in the past five years, should also present additional certificates as appropriate:

Certificate type	
Garda check for residents of the Republic of Ireland. Please contact HQ for access to this process.	Certificates to be presented to HQ no more than 6 months after date of issue. Certificate qualifies for a period of three years from date of issue provided it does not have an expiry date of less than three years.
Relevant national police / criminal record check from other nations, issued for HCPT (please contact HQ for more details).	

3.4 Timelines for Certificate Issuance

For **DBS** certificates, all applications are to be initiated via UKCRBS:

- Easter: **no later than 31 December 2024**
- Summer Groups: **no less than twelve weeks before the date of departure.**

For **PVG** certificates, all applications are to be initiated via the Scottish Regional Chair:

- Easter: **no later than 31 December 2024**
- Summer Groups: **no less than twelve weeks before the date of departure.**

Garda checks (for those who reside in Ireland, or have resided in Ireland over the past 5 years) should be made no less than four months in advance. As such any Easter 2025 Volunteers should request these before the end of November 2024.

Other foreign checks: Processing time for foreign check procedures in other countries varies significantly, from a few days to several weeks.

In all cases helpers are strongly encouraged to apply for the necessary required certificate(s) no later than when they complete their registration form. *Please note that HQ cannot guarantee quick turnaround on applications, nor escalate any late applications (HQ can only escalate DBS applications that have been sitting on stage 4 status for 60 days, however even then there is still no guarantee for a quick turnaround after escalation).*

4. How to Request a Qualifying Certificate

4.1 DBS via UKCRBS Online System (English and Welsh groups)

HCPT's service provider this year will again be the [UKCRBS online system](#). The Group Leader or Group ID Verifier will send an application link via UKCRBS to each applicant, which is their invitation to apply. The applicant should follow the link and login with the details provided in the email, which will include completing their details and then proceeding with a digital ID self-verification check using the Mitek app (formerly HooYu). The system will guide the applicant, but the "Applicant User Guide" under the Help tab of UKCRBS also explains this process step by step. Please see Section 5 below for more detailed instructions for both applicants and ID Verifiers.

Once authorized and submitted, the application will then be handled electronically and completed applications will be picked up via a weekly report generated by UKCRBS. The applicant will receive the paper DBS certificate by post. This does not need to be sent to HQ unless requested.

4.2 DBS Update Service (English and Welsh groups)

Going forward, HCPT can now accept DBS certificates via the DBS Update Service. You can read more about the service [here](#), including how to register. There is no cost for volunteers, but you must register within 30 days of your HCPT DBS certificate being issued. *Please note that while the webpage states that you can transfer certificates between employers, HCPT policy states that only updates on Enhanced DBS certificates originally issued via HCPT can be accepted.*

4.3 PVG Scheme (Scottish groups)

Volunteers requiring a PVG certificate are to please contact one of the HCPT signatories with the following information in order for an application request to be submitted to Volunteer Scotland:

- Applicant's full name (including middle name/s)
- Date of birth
- E-mail address and
- Current home address (including postcode).

The signatories are

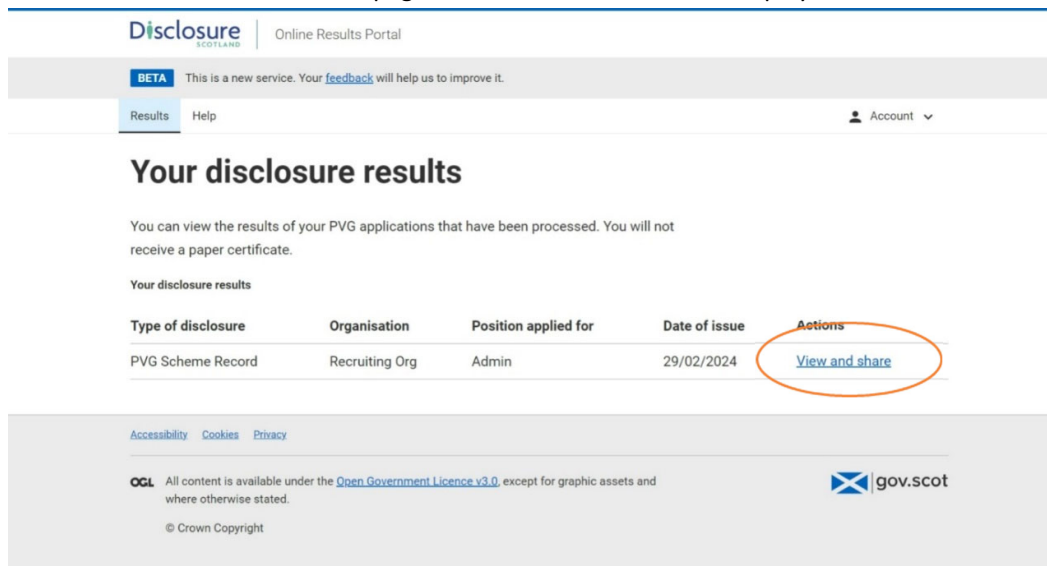
- Martin Anderson at scotland@hcpt.org.uk or
- Laura MacKean at scotland.admin@hcptmail.org.uk

The applicant will also need to provide consent to being vetted by Disclosure Scotland, and have their ID documents verified by the relevant signatory.

The applicant will then receive an online application form from Disclosure Scotland that **must be completed and returned within 7 days** to Disclosure Scotland - failure to do this will result in having to start over by submitting a new application request to Volunteer Scotland.

Please note that once a certificate has been issued, Disclosure Scotland will email the applicant confirmation **and the applicant must:**

1. Access their ScotAccount using their email, password and the OTP sent to their mobile.
2. Click on 'View and share' on the page where the PVG results are displayed.



The screenshot shows the 'Online Results Portal' for Disclosure Scotland. It features a navigation bar with 'Results' and 'Help' tabs, and a user account dropdown. The main heading is 'Your disclosure results'. Below this, a message states: 'You can view the results of your PVG applications that have been processed. You will not receive a paper certificate.' A table titled 'Your disclosure results' contains one entry:

Type of disclosure	Organisation	Position applied for	Date of issue	Actions
PVG Scheme Record	Recruiting Org	Admin	29/02/2024	View and share

The 'View and share' link in the 'Actions' column is circled in orange. At the bottom of the page, there are links for 'Accessibility', 'Cookies', and 'Privacy', along with the Open Government Licence v3.0 and the gov.scot logo.

3. Check the information displayed is correct and then click again on 'Share Results' at the top or bottom of the page.
4. Choose how to share the result – click 'Yes' to share the result digitally and click 'Confirm'.
5. The next screen will show confirmation that the result is successfully shared.

Please note that if the applicant does not complete the above steps to share their certificate results, HQ will have no way of knowing what the results are and will not be able to process the helper's certificate onto the system.

4.4 Procedures for Foreign Certificates

In addition to the DBS or PVG certificate, a foreign police check is also required for all Volunteers (Helpers and Autonomous Adults) who:

- Reside outside the UK, or
- Have spent a period of three continuous months or longer in any country outside the UK, in the last 5 years prior to the pilgrimage (excluding diplomatic or military service).

For applicants applying on their own, the foreign certificate must be provided to HQ in its original form with no amendments, along with an authenticated translation if necessary (i.e. certificates issued on paper must be posted to HQ as per HCPT policy approved by the Safeguarding Committee).

Alternatively, HQ can provide access to a platform to submit foreign checks at a cost (country dependent) which often results in a much shorter turnaround time. Please contact Diane.Wilkinson@hcpt.org.uk if more information on this service is required. The cost for this can be covered directly by the Volunteer, or with funds from the Group's sundry account.

*Please ensure that any Volunteer in the Group who may require an overseas certificate applies for it **without delay** as some countries have a lengthy turnaround time. It ultimately remains the Volunteer's responsibility to apply in good time and ensure that the relevant certificate reaches HQ in time.*

HQ will record and return all foreign certificates, and they will be considered current for 3 years from the date of issue, unless the certificate has an expiry date.

More information about the procedures in each country can also be found here:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Please remember that in all Volunteers require a DBS or PVG, and any foreign check certificate is in addition to the DBS or PVG.

4.5 What to do with the Certificate(s)

PVG: Once the certificate is through, the applicant will receive an email from Disclosure Scotland. It is vital that the applicant logs in to their ScotAccount to access their results and process the request to share the results, so that HQ can also view them online.

DBS: Once the certificate is through it reflects on a summary report received at HQ, and is processed from there. A paper copy is sent to the applicant via post. There is no need for the certificate to be posted to HQ unless the certificate contains a disclosure. In this instance, you will also need to complete a Safer Recruitment form detailing the disclosure(s) and signed off by the Group Leader. Once received at HQ, the case will go through an internal process that will review and determine a decision on travel.

DBS – Update Service: The original HCPT DBS certificate, which would have been used to activate the update service, must be mailed by the applicant to HQ. Written consent must also be provided for HQ to check the applicant's status

via the update service. After receiving the DBS certificate and checking the details against the database, HQ will go to the update service to see the result of the check. *Please note that HQ requires the disclosure number on the original certificate, without it HQ cannot access the update service on the applicant's behalf.*

Foreign Certificates: Please see Section 4.4 above.

Aside from those Volunteers registered for the update service, certificates which are sent to HQ more than six months after the date of issue, cannot be accepted.

Easter: All applications for qualifying certificates must be completed, and processed by HQ no later than mid-day on Wednesday 5th March 2025.

Summer: All applications for qualifying certificates must be completed, and processed by HQ no later than mid-day on the Wednesday ten days prior to travel.

4.6 Policy on the Recruitment of Ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), HCPT complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

HCPT undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

HCPT can only ask an individual to provide details of convictions and cautions that HCPT are legally entitled to know about, and where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

HCPT can only ask an individual about convictions and cautions that are not protected.

HCPT is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

HCPT has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

HCPT actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.

HCPT select all candidates based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

HCPT ensures that all those in HCPT who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

HCPT also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, HCPT ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

HCPT makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

HCPT undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

England & Wales

Subject to the next paragraph, all Volunteers residing in England or Wales must apply to the DBS to obtain an enhanced DBS certificate before being able to travel to Lourdes with HCPT.

The minimum age for applying for an enhanced DBS certificate is 16 years. Therefore, there is no requirement for young helpers aged under 16 years on 31st January of the year of the Easter Pilgrimage to apply for an enhanced DBS certificate.

Scotland

All Volunteers residing in Scotland must be a member of the PVG scheme and have either a Scheme record certificate or a Scheme Record Update certificate for HCPT.

All satisfactory DBS/PVG certificates, issued for HCPT purposes, will be valid for a period of three years. Any Volunteer, Trustee or member of staff who wishes to travel on an HCPT pilgrimage and who has an expired enhanced DBS/PVG certificate i.e. more than three years old, will be required to apply for a new one before being able to travel.

Republic of Ireland

All Volunteers residing in Ireland must request a Garda vetting certificate. Please contact HQ for instructions on how to apply.

Other countries

Any volunteer residing in any other country – or who has resided abroad of the UK over the past 5 years – should contact HQ to confirm the procedure to be followed for a comparable police check to be made in the relevant country.

This is in addition to obtaining a DBS or PVG.

5. UKCRBS Online Disclosures Guidance

5.1 Applicant - Guidance

The online system for DBS applications is intended to make the process easier and quicker for all HCPT Volunteers. The process has been designed by UKCRBS and the HCPT staff have worked with them to develop this procedure for our volunteers.

- The Group Leader will issue you, the Volunteer (Helper or Autonomous Adult), with an ‘individual application’ invitation through the UKCRBS system. This will arrive via email and will include all the appropriate information for you to create a user profile on the system.

- On your first visit to the UKCRBS site when following the link in the email, you will be asked to create a user profile, and then use that to create your application online.
- To make the completion of the application form as quick as possible, you should have the following information on hand:
 - Dates of any name changes (mm/yyyy)
 - Full 5 year address history including dates (mm/yyyy)
 - National Insurance Number
 - Passport
 - Driving Licence
 - National Insurance number
 - Another form of ID e.g. a recent utility bill or bank / credit card statement (from within the last 3 months)
- In order to confirm personal details, the Disclosure and Barring Service (DBS) require verification of your documents. At a minimum this will be your passport along with a selfie photograph. If the system requires further verification, two further forms of identity documents will need to be submitted. To see the full list of ID documents accepted for verification please go to: [List of acceptable ID documents](#).
- The digital self-verification will yield one of two results: PASS or FAIL. If you pass, then there is nothing further for you to do. However your group's ID Verifier needs to go back into the application to authorize and submit it as the final step.
- If the self-verification check fails then your ID Verifier must manually verify your documents. Manual verification will also be required if you choose not to proceed with the digital ID self-verification check, in which case you should complete your details up to the Declaration tab and then save and close the application. Please note that as per [Government guidance](#) the person verifying your documents *needs to have them physically in hand*, so they either need to meet with you in person, or you must post your documents to them (we recommend using Track & Sign next day delivery).
- When ready to verify the documents, the ID Verifier will have your documents on hand and either be present with you or on a live call with you (Teams, Zoom or similar). They will check your documents, ask you a few questions as per the 'Declaration' tab, and then authorize and submit your application.

When the certificate arrives via post, please keep it safe. If the certificate is clear of disclosures then HQ will not need to see it.

5.2 ID Verifier - Guidance

- Login to UKCRBS and request an individual application link be sent to the Volunteer ('applicant'). You will require to have on hand the applicant's name and surname, and email address. Please note that it needs to be a personal or individualised email address, it cannot be a generic work email address.
- The applicant will complete their details and attempt digital self-verification, which will yield one of two results: PASS or FAIL. If they pass, then you as the Group's ID verifier still need to access the application and complete the last 'Sign Off' tab and submit the application.
- Should the digital self-verification fail, or the applicant chose not to proceed with it, then manual verification of their ID documents will be required. Please note that as per [Government guidance](#) you need to have the applicant's ID documents physically in hand, so they either need to meet with you in person, or post their documents to you (we recommend they use Track & Sign next day delivery).
- When ready to verify the documents, as the ID Verifier you need to:
 - Have the applicant's documents in hand and either be present with them or on a live call with them (Teams, Zoom or similar).

- Check that they have entered all their details correctly – place of birth, name(s), date of birth, address(es) for the past 5 years, passport details, NI number, driver’s license details etc.
 - ‘Declaration’ tab: Obtain the necessary answers from the applicant.
- ‘ID Verification’ tab:

Select whether or not the applicant is a UK national, and select which documents you have in hand. There is also handy guide to documents that can be used, under the Help tab on UKCRBS.

At the bottom of the ID Verification tab, tick all the little boxes as one last confirmation that all is correct, and to state that you are not checking your own identity.
- ‘Sign Off’ tab:

Select ‘Volunteer Care Assistant’ as the job role, and check whether the applicant is a new (hasn’t travelled with HCPT before) or existing (returning) post holder. Everything else on this page should be automatically filled in and greyed out.

Check the two tick boxes at the bottom of the page, in the yellow and blue boxes, and then click the purple ‘Submit’ button. *Once Submit has been clicked, the application cannot be edited further*; it is submitted and starts the process of going through the stages of the check with the DBS (stages 1 through 5).

More help is available at:
<https://www.ukcrbs.co.uk/>

6. HCPT Policy Statement – Handling of Qualifying Certificates

6.1 General principles

As an organisation using qualifying certificates to help assess the suitability of applicants for positions of trust, HCPT complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

6.2 Storage and access

Certificate information is stored securely, in lockable, non-portable storage containers with strictly controlled access limited to those who are entitled to see it as part of their duties.

6.3 Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

6.4 Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given.

6.5 Retention

Once a recruitment (or other relevant) decision has been made, we do not keep a qualifying certificate for any longer than is necessary. Qualifying certificates are generally returned to the sender on the same day they are received at

our offices. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer, we will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

6.6 Disposal

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we will keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, and the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

6.7 Acting as an umbrella body

An umbrella body is a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations. Before acting as an umbrella body, HCPT will take all reasonable steps to satisfy themselves that the umbrella body will handle, use, store, retain and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy.

HCPT will also ensure that any such body or individual, at whose request applications for qualifying certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.



Life-Changing Pilgrimage Holidays

hcpt

Document Control			
Version Number	Date issued	Owner	Department
V1.2	10/2024	Head of HR & Admin	HR & Admin department
Authorised by	Approval Date	Review date	Type of review
CE	10/2024	05/2025	Annual
Source Location		Published Location	
		Sharepoint	

HCPT (Hosanna House and Children's Pilgrimage Trust)

www.hcpt.org.uk hq@hcpt.org.uk

Oakfield Park, 32 Bilton Road, Rugby, Warwickshire CV22 7HQ

☎ 01788 564646

Charity registered in England & Wales (281074) and in Scotland (SC043743)

Limited company registered in England & Wales (1095198)