Dear BAM Volunteer,

Thank you for your interest in working with children and/or vulnerable adults at EducAid Sierra Leone. There are a few documents that we ask for you to complete in advance of your trip to ensure your safety, and the safety of our students and staff. This includes a DBS check. The cost of the DBS check is £15. We ask that you donate these funds to EducAid via our bank account (details at [http://www.educaid.org.uk/get-involved/donate](http://www.educaid.org.uk/get-involved/donate/)), please be sure to include DBS in the reference. This letter gives information about the DBS check process. Other documents may be found on the BAM course website ([https://bamvolunteering.weebly.com](https://bamvolunteering.weebly.com/)).

I have attached a number of documents to this email:

* CCPAS Ebulk Applicants Guide
* CCPAS Applicant Self-Declaration Form (this will need to be completed and posted to our office (address below))

These documents are fairly self-explanatory, but please do not hesitate to give me call if you have any questions (07540 290 985). Should you find yourself unsure there is more information in the CCPAS Ebulk Applicants Guide. Other necessary documents and forms can be found on the BAM website.

Once you have read and completed the above forms please follow the following instructions.

1. Visit <https://disclosure.capitarvs.co.uk/ccpas/>
2. On E-Bulk home page please click on the orange rectangle, ‘Option 1 – Disclosure and Barring Service (DBS) Application’ or 'Standard/Enhanced DBS Application”
3. On the next page please fill in the following pieces of information:
   1. Organisation Reference: 11403
   2. Organisation Code: EDUCAID11403
4. Please then read the declarations and declare your acceptance on the next two pages.
5. Finally, please complete all of the information that is requested from you. Please write Overseas Children’s Worker in the Applied for Role field.

Once you have completed your form online you will need to show me your identification documents. If you are unable to show me your documents, you may get these verified at your local post office for a fee. You would then need to post the postal verification to our UK office (address below).

EducAid requires 3 documents in total from each volunteer: one from Group 1, and two from Groups 2a or 2b:

|  |  |  |
| --- | --- | --- |
| Group 1  This document needs to be verified by EducAid in person, or by the Post Office Document Certification Service. | Group 2a  An original version of this document can be sent to EducAid and verified. This document should corroborate the address provided on the ID from Group 1. | Group 2b  An original version of this document can be sent to EducAid and verified. This document should corroborate the address provided on the ID from Group 1. |
| * Current valid Passport * Biometric Residence Permit (UK) * Current Driving Licence (UK / Isle of Man / Channel Islands & EU) (Full or provisional) * Birth Certificate - issued at the time of birth   + UK and Channel Islands   + Full or short form acceptable   + Including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.   + Photocopies are not acceptable * Adoption certificate (UK and Channel Islands) | * Current Photo Driving Licence - All countries (full or provisional)   + Issued in any country other than those in Group 1 * Current Driving licence - paper version   + UK/Isle of Man/Channel Islands and EU   + Full or provisional   + All licences must be valid in line with current DVLA requirements * Birth Certificate - issued at the time of birth   + UK and Channel Islands   + issued after the time of birth by the General Register Office/relevant authority i.e. Registrars   + Photocopies are not acceptable * Marriage/Civil Partnership Certificate (UK and Channel Islands) * HM Forces ID Card (UK) * Fire Arms Licence (UK, Isle of Man / Channel Islands) | * Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted) * Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted) * Bank/Building Society Account Opening Confirmation Letter (UK) * Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted) * Financial Statement \*\* - e.g. pension, endowment, ISA (UK). * P45/P60 Statement \*\*(UK & Channel Islands) * Council Tax Statement (UK & Channel Islands) \*\* * Work Permit/Visa (UK Residence Permit)(valid up to expiry date) * Utility Bill (UK)\* - Gas * Utility Bill (UK)\* - Electricity * Utility Bill (UK)\* - Water * Utility Bill (UK)\* - Phone (landline only) * Benefit Statement\* - e.g. Child Allowance, Pension * A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security * EU National ID Card * Cards carrying the PASS accreditation logo (UK and Channel Islands) * Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK (only used in exceptional circumstances when all other documents have been exhausted)) * Letter of sponsorship from future employment provider   + Non-UK or non-EEA only   + Valid only for applicants residing outside of the UK at time of application   + Must still be valid   **Please Note:** If a document in the List of Valid Identity Documents is:   * Denoted with \* - it should be less than three months old * Denoted with \*\* - it should be issued within the past 12 months * Not denoted - it can be more than 12 months old |

If you need any further assistance, please feel free to contact me as EducAid’s Recruiter for CCPAS DBS checks. You will receive an email confirmation from CCPAS (the organisation EducAid works with to perform DBS checks as part of our child protection and safeguarding policy).

Many thanks,

Erin Northey

Chief Executive

EducAid Sierra Leone

UK Charity 1163161

EducAid Sierra Leone

72-82 Rosebery Avenue

2nd Floor

London EC1R 4RW