

August 2018

Dear Parent/Guardian,

**We’re delighted that your daughter/son has expressed an interest in taking part in the Northern Ireland National Citizen Service (NI NCS) this autumn and we write with further information and an application pack.**

**NCS is a once in a lifetime opportunity for 15-17 year olds in Northern Ireland** to build skills for employment such as resilience, confidence and leadership, build trust between people of different backgrounds, and create stronger communities where giving back is a way of life.

NCS is open to all, regardless of background, experience or whether their strengths lie in sport, creativity or academics, with additional support provided to young people with learning or physical needs.

St. Columb’s Park House, in partnership with Co-operation Ireland, have delivered NCS in the North West and on the North Coast since 2012. In Northern Ireland, the programme has over 2000 graduates to date. Nationally, more than two million hours have been volunteered by almost 300,000 NCS participants in communities across England and Northern Ireland.

It’s important to us that as many young people as possible get to take part so the programme takes place outside the school timetable, during the holidays. With funding from the Department for Communities and the Honourable Irish Society, participation fees are capped at £35 for the autumn programme with financial support available on a case-by-case basis.

This autumn St. Columb’s Park House will be operating a team in Derry/Londonderry with 14 participants, and a team in Coleraine with 11 participants.

NCS consists of 3 phases starting at the Halloween holidays and lasting for around a month:

**Phase 1: 26-29 October: Adventure**

Participants spend 4 nights away from home at The Share Centre in Fermanagh, getting to know the team and being challenged by instructor-led group activities such as kayaking, sailing, and mountain biking.

**Phase 2: 30 October-2 November: Discovery**

Following Phase 1, teams will have the opportunity to take part in workshops to develop skills for life and work, as well as issue based awareness sessions to help prepare for social action. These workshops will take place over 3 full-day sessions on 30 & 31 October and 2 November, local to the relevant team.

**Phase 3: 3 November-2 December (evenings and weekends): Social Action**

Back at home, teams identify issues that they care about in their community, then devise and deliver a social action project to address these. Projects range from educational endeavours to environmental projects, community events, awareness campaigns, and regenerating public spaces. This stage is 30 hours – planning at set times, with the additional hours used to carry out the project.

The proposed planning dates are **3 & 4 November: 10.30-5pm, 6 & 8 November: 7-9pm, 10 & 11 November: 1-5pm, 13 & 15 November: 7-9pm.** Project delivery could take place earlier than 15 November and will certainly be before the 3rd of December.

**Phase 4: Mid December: Graduation & Celebration events**

Once the programme is completed, participants and staff come back together to celebrate with graduation at Belfast City Hall - receiving a certificate signed by the Prime Minister and a 50-hour Millennium Volunteer award, supplied by Volunteer Now. There will also be a local celebration at St. Columb’s Park House for the Coleraine and Derry/Londonderry teams. We then work to provide opportunities for young people to continue with their journey and further volunteering as NCS graduates.

When we receive your application form, we will get in touch to let you know if your son/daughter has a place. Going forward then, a dedicated team leader will be the point of contact to keep you up to date on exact dates, locations and arrangements. **Please note that the team leader will not be in post until Mid September, so please don’t panic if you don’t hear from them straight away**. They will be in touch though in plenty of time to help you and your teenager prepare for going away on programme.

Payment of £35 will be required in advance of the first residential, or you can apply for a bursary to cover this fee (bursary application is included in this pack). You can send us a cheque payable to Co-operation Ireland, or you can pay Co-operation Ireland directly by cheque or by card over the phone (028 90 321462).

If you have any questions please do not hesitate to contact me: **Darragh Graham, ncs@stcolumbsparkhouse.org, 07478 223507** or **028 71343080**.

We very much look forward to hearing from you soon.

Yours sincerely,

Darragh Graham

NCS Coordinator, Coleraine & Derry/Londonderry

Please send your completed forms to:

**Darragh Graham,**

**St. Columb’s Park House,**

**4 Limavady Road,**

**Derry/Londonderry,**

**BT47 6JY**

Or send a scan to **NCS@stcolumbsparkhouse.org**

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**Northern Ireland** **National Citizen Service (NI NCS)**

 Autumn 2018

**Sign Up Information & Terms & Conditions**

Please read the information and terms & conditions fully before completing the consent and medical form.

Please retain the information and terms and conditions pages, and return completed form to

**NCS**

**St. Columb’s Park House**

**4 Limavady Rd**

**Derry/Londonderry**

**BT47 6JY**

Or send a scan/picture of your application to **NCS@StColumbsParkHouse.org**.

* **Please note that completion of this form does not guarantee a place.**
* **Participants must attend ALL phases of the programme** (Phase 1: 26-29 Oct, Phase 2: 30, 31 Oct & 2 Nov, Phase 3: 3 Nov – 2 Dec)
* **Places will be allocated on a first come first serve basis in line with set criteria (please see terms and conditions, 2.1, for more information on criteria).**
* **Participants must be aged 15-17 on 26th October 2018**
* **Participants cannot do NI NCS if they have done so before.**
* **Special cases can be made for those over 18 before 30/10/2018 in the case of disability or missing a year at school.**

**Payment**

Places to teams will be assigned on receipt of this form and according to criteria. However, payment of £35 (or decision on award of bursary) will be required in advance of the residential to secure a place. If you wish to send payment with this form, please send a cheque made payable to **Co-operation Ireland**. We can also accept payment by card over the phone (028 90 321462).

The application form for bursary (financial assistance) is included in this pack and should be returned along with the consent form at the time of application.

**National Citizen Service, Autumn 2018 – Teams, Dates & Locations**

**St. Columb’s Park House operate two teams every Autumn: one in Derry/Londonderry, and another in Coleraine. This year there will be a team of 11 participants in Coleraine and a team of 14 participants in Derry/Londonderry.**

Each team of young people will be staffed throughout the programme by a team leader and team volunteer (a team mentor will also be present during residential). Contact details for these staff will be available in mid September.

**All three phases of the programme must be completed in order to graduate from NI NCS, with at least 90% attendance.** Attendance at the Celebration in Derry/Londonderry and at the Graduation in Belfast is not compulsory to graduate.

**Phase 1: 26-29 October: Adventure**

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**NI NCS Regional Delivery Provider Contact details**

Co-operation Ireland, Unit 5, Weaver’s Court, Linfield Road, Belfast, BT12 5GH

Project Coordinators

**Corinna Crooks** (delivery)

ccrooks@cooperationireland.org

02890 321462 or 07900 922954

**Sharon Woods** (financial & logistics)

swoods@cooperationireland.org

02890 321462 or 07712 578745

**Northern Ireland National Citizen Service (NI NCS) - Terms and Conditions**

**1. Information about us**

1. References in these Terms and Conditions to “we” or “us” are references to the delivery provider, a consortium led by Co-operation Ireland with local delivery partners: Belfast YMCA; YouthAction Northern Ireland; Youthworks NI; Start360; St Columb’s Park House; Share Village; Greenhill YMCA; Volunteer Now; NCS Trust
2. NCS in Northern Ireland is supported by the Northern Ireland Executive through the Department for Communities with additional sponsorship from the Honorable Irish Society to support young people in County Londonderry
3. You can contact us if you have queries in relation to your booking or for any other reason on 02890321462 or email ccrooks@cooperationireland.org

**2 Your Booking**

1. By filling out and signing the Booking Form you are submitting a request to book a place on the NI National Citizen Service programme. All requests are subject to acceptance on confirmation of the booking, and receipt of payment or acceptance of a bursary application. Places will be allocated on a first come, first serve basis, applying the following criteria in order to uphold the NCS principle of social mixing: no more than 40% of any team from the same school or youth group; no more than 65% of one gender. Exceptions may be made at the discretion of the lead delivery provider and in the case of bespoke programmes, such as the college model.

**3 If you have to cancel your Booking**

1. To cancel your Booking please contact us via email, phone or post explaining that you would like to cancel. If you have made payment prior to cancellation, in some circumstances refunds may be issued but this will be at our discretion.

**4 Our Staff**

1. Co-operation Ireland are committed to safeguarding and promoting the welfare of young people and expects all staff, volunteers, parents and partner agencies and commissioned

services to share this commitment.

1. We confirm that we require our delivery staff to be subject to criminal disclosure checks.

**5 Liability**

1. The booking form contains certain information and disclaimers which, by signing the form, you accept that in the absence of any negligence on our part, participation in the NI National Citizen Service programme is at your own risk.
2. We have public liability insurance cover of at least £5 million.
3. We do not accept liability for loss or theft of personal belongings that occurs while on the programme. If the participant brings valuables with them this will be at your risk.

**6 Complaints**

1. We are committed to ensuring your young person has a great experience but if you or your young person is not entirely happy with their experience please contact their team leader in the first instance or the Delivery Partner in your area. If your complaint has not been resolved to your satisfaction please contact Co-operation Ireland using the contact details in Clause 1 with full details of the complaint and we will attempt to resolve it as quickly as possible.

**7 Medical/Dietary/Other Requirements**

1. If any young person included on your Booking (a) has specific dietary requirements; (b) is taking medication; (c) has allergies; and/or (d) has any special needs that will affect his or her participation in the programme it is your responsibility to inform us of this and provide all necessary details about this at the time of Booking.
2. Please note that our staff are not permitted to take responsibility for or to administer medicines and therefore you are responsible for ensuring any medication is available and taken correctly.
3. We will maintain a register of the participants attending the programme.

**8 Travel & Collection**

8.1 During the community phases of the programme the participant will be responsible for getting to and from agreed venues and will be allowed to leave without collection

* 1. For the residential venues or where transport facilities are provided as part of the project, the participant will be responsible for getting to and from the designated meeting location. Participants will only be allowed to leave from the meeting location and will be permitted to leave from that location without collection.

**9 Discipline**

9.1 Participants on the programme will be treated with respect and must treat others including staff and other participants with respect. We reserve the right to refuse to allow the participant to continue attending the programme if our staff deems their behaviour to be unacceptable. Codes of behaviour will be clearly outlined by each team leader at the beginning of the programme.

**10 Data Protection**

10.1 When you make a booking we will collect and process the personal information you provide in order to provide the services you have requested and for other specific purposes subject to your consent.

**11 Privacy Policy**

11.1 Co-operation Ireland will do everything in its power to protect your personal data. We will only share data with those organisations we absolutely have to; those that enable the services we offer, in this case the NI NCS programme and graduate extension opportunities. This may include NCS delivery partners, strategic partners of NCS or other organisations (including any organisation running all or part of NCS in the future), the funder (NI Executive through the Department for Communities) and NCS Trust.

Your data will be used for the purposes of:

* Contacting you about the participant taking part in NCS
* Contacting you about taking part in press and communications activity related to NCS.
* Helping us develop, deliver and improve our service, content and advertising.
* Internal purposes such as auditing, evaluation, data analysis, preventing or detecting fraud or error, and research to improve our service and customer communications.

11.2 You have the right to access your personal data held by us, change it or have it removed. If you wish to do this or have any questions about how we manage your personal data, you can find more information in our privacy policy <http://www.cooperationireland.org/about/data-protection-policy/> or contact our data protection officer Anne Anderson Porter (aporter@cooperationireland.org).

**12 Images**

12.1 During the course of NI NCS, activities may be recorded through photographs and video film both for the participants to collate and celebrate their experiences but also for evaluation and promotional purposes by the local delivery provider, Co-operation Ireland, the Northern Ireland Executive through the Department for Communities, NCS Trust and partner agencies.

12.2 By ticking section 2 of the acceptance statement on this sign up form, you agree that the images may be used in media or publicity materials and celebration publications produced by those agencies. These images may be safely stored or archived digitally or manually and may be publicised in a variety of media forms including managed social network sites.

12.3 If you do not wish for the participant to be included in photographs and video materials for promotional purposes, you are required to clearly indicate this on the consent form.

**13 General**

13.1 The consent form, these Terms and the Disclaimer set out the whole of the Agreement between you and us in relation to the subject matter of this Agreement and supersede any prior agreement, understanding or arrangement between us about such subject matter whether oral or in writing.