



POWERED BY



Northern Ireland National Citizen Service (NI NCS) Autumn 2019

Sign Up Information & Terms & Conditions

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

Return the consent section to Corinna Crooks, Co-operation Ireland, Unit 5, Weaver's Court, Linfield Road, Belfast, BT12 5GH or scan to ccrooks@cooperationireland.org

Please note that completion of this form does not guarantee a place. 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 25th October 2019 and cannot do NI NCS if they have done so before. Special cases can be made for those over 18 before 29/10/2019 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 £25 (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.

The graphic overleaf shows the areas and start dates for autumn teams. The areas shown are where the young people will meet for any preparation meetings as well as during phase 3 social action project planning and delivery. If you don't live in any of these areas, you can apply for the nearest team, however you must be prepared to travel to all meetings during the social action project phases.

Please indicate which team area you want to apply for on the consent form.

Northern Ireland National Citizen Service Autumn 2019 - Team Areas, Dates & Venues

All 3 phases of the programme must be completed in order to graduate from NI NCS, with at least 90% attendance.

There are 3 distinct phases:

- Phase 1 - Team building residential - dates shown below;
- Phase 2 - 3 Skills days -these will take place during the half-term break;
- Phase 3 - Social action planning & delivery - this phase will take place at evenings and weekends at times negotiated with the team, over around 30 hours in total;
- Graduation & Celebration Event – Wednesday 11th December 2019, 6.30pm at Crumlin Road Gaol. Although we would encourage everyone to attend, it isn't compulsory in order to graduate.

Team Area	Phase 1 - Adventure		Phase 2 - Discovery		Phase 3 – Social Action		Local Delivery Provider
	Dates	Venue	Dates	Venue	Dates	Venue	
Belfast 1	Fri 25/10 – Mon 28/10	Share Village, Lisnaskea, BT92 0EQ	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	Youthworks NI
Belfast 2	Fri 25/10 – Mon 28/10	Share Village, Lisnaskea, BT92 0EQ	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	Start360
Newtownabbey	Fri 25/10 – Mon 28/10	Share Village, Lisnaskea, BT92 0EQ	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	Youthworks NI
East Belfast/Ards	Fri 25/10 – Mon 28/10	Greenhill YMCA, Newcastle, BT33 0GR	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	Belfast YMCA
Armagh/Newry	Fri 25/10 – Mon 28/10	Greenhill YMCA, Newcastle, BT33 0GR	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	YouthAction NI
Enniskillen	Fri 25/10 – Mon 28/10	Share Village, Lisnaskea, BT92 0EQ	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	YouthAction NI
Omagh	Fri 25/10 – Mon 28/10	Share Village, Lisnaskea, BT92 0EQ	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	Volunteer Now
Derry/Londonderry	Fri 25/10 – Mon 28/10	Share Village, Lisnaskea, BT92 0EQ	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	St Columb's Park House
Coleraine	Fri 25/10 – Mon 28/10	Share Village, Lisnaskea, BT92 0EQ	3 days during half-term	TBC	Approx 30 hours, negotiated with team	TBC	St Columb's Park House

Our Contact Details

NI NCS Regional Delivery Provider

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

Hazel Scott (admin & finance)
hscott@cooperationireland.org
02890 321462

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 from the Delivery Partner co-ordinator.

Local Delivery Provider Coordinator Details

Area	Delivery Partner & Address	Co-ordinator	Phone	Email
Belfast 1; Newtownabbey	Youthworks NI, 36 Arthur Avenue, Newtownabbey, BT36 7EJ	Kylie Quinn	07733 321106	Kyliequinn18@hotmail.co.uk
Belfast 2	Start360, 6-10 William St, Belfast, BT1 1PR	Stephen Barr	07545 929260	stephen.barr@Start360.org
Armagh/Newry; Enniskillen	YouthAction NI, St. Patrick's Trian 38A English Street, Armagh, BT61 7BA	Michael McKenna	02837 511624	michael@youthaction.org
Newtownards/Ards Peninsula; East Belfast	YMCA Belfast, 58 Knightsbridge Park, Belfast, BT9 5GH	Brian Moore	02890 684664	brian@belfast-ymca.org
Derry/Londonderry /Coleraine	St Columb's Park House, 4 Limavady Road, Derry/Londonderry , BT47 6JY	Darragh Graham	02871 343080	ncs@stcolumbsparkhouse.org
Omagh	Volunteer Now, 34 Shaftesbury Square, Belfast, Co. Antrim BT2 7DB	Jane Gribbin	02890 200864	Jane.Gribbin@volunteernow.co.uk

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

1. Information about us

- 1.1 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
- 1.2 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
- 1.3 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

- 2.1 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

- 3.1 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

- 4.1 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.
- 4.2 We confirm that we require our delivery staff to be subject to criminal disclosure checks.

5 Liability

- 5.1 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.
- 5.2 We have public liability insurance cover of at least £5 million.
- 5.3 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

- 6.1 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

- 7.1 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.
- 7.2 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.
- 7.3 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
- 8.2 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.