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| INDEPENDENT CUSTODY VISITING SCHEME APPLICATION FORM GUIDANCE NOTES |  |

**Applicants must read these notes prior to completing the attached application form.**

Each application will be treated on its merits, but the over-riding factor will be to prevent possible conflicts of interest for individuals, and to maintain the independence and integrity of the Scheme. Artificial intelligence (AI) tools, such as Chat GPT, must not be used.

West Yorkshire Combined Authority is committed to achieving a truly representative Independent Custody Visiting Scheme and welcomes applications from all sections of our richly diverse communities.

### ELIGIBILITY TO BECOME AN INDEPENDENT CUSTODY VISITOR

Applicants must: -

* Reside, study or work in the county of West Yorkshire
* Be over 18 years of age (at the time of appointment)
* Have been a UK resident for at least three years prior to date of application for vetting requirements.
* Applications will not be considered by a person who is currently or has previously received contact restriction under West Yorkshire Combined Authority’s Unreasonable Behaviour policy.
* Applicants must declare relationships with any business of the West Yorkshire Combined Authority, West Yorkshire Police, political activity or any other involvement in criminal justice.
* Applications from interested custody visitors will not be accepted if they are currently an appropriate adult (AA) in the same area. This is due to a conflict of interests in the two roles, as custody visitors may, on occasion, have cause to give critical feedback regarding the provision of appropriate adult services in the area they visit. Therefore, the independence of the custody visitor role precludes one person covering both ICV and AA roles in a suite.

**Exceptions -** ICVs may act as an AA if:

• in relation to a child, they are the parent or guardian; or   
• in relation to a vulnerable adult, they are a relative, guardian or other person   
 responsible for their care or custody.

**Applications may be considered from the following:**

People who have **previously** been:

1. a Member of a Police Authority; or
2. an Officer of a Mayoral Combined Authority/ Office of the Police and Crime Commissioner or
3. a Justice of the Peace in West Yorkshire; or
4. an Officer of a Police Force (including members of the Special Constabulary and support staff employees); or
5. an officer of the Probation Service, the Prison Service and the Crown Prosecution Service

**Applications will not be considered from the following:**

People who are **currently**: -

1. an Officer of a Mayoral Combined Authority/ Office of the Police and Crime Commissioner or
2. a Justice of the Peace in West Yorkshire; or
3. an Officer of a Police Force (including serving members of the Special Constabulary and support staff employees); or
4. an officer of the Probation Service, the Prison Service and the Crown Prosecution Service

If you have any questions about your eligibility, please contact the Scheme Manager [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime%20%3cpolicingandcrime@westyorks-ca.gov.uk%3e).

**RELATIONSHIP DECLARATION**

When completing the Relationship Declaration, please refer to the categories of persons detailed above.

**VETTING**

Applicants selected for appointment will be required to complete a personal information questionnaire and provide proof of identity and two means of establishing residence. Appointment is subject to satisfactory vetting clearance. Convictions will not necessarily exclude individuals from appointment. Applicants should be aware that it is not always possible to carry out adequate vetting checks on persons who have not been resident within the UK for the last three years. Therefore, where this applies, applicants may be refused on the grounds that it was not possible to vet them to the appropriate standard.

**PRIVACY**

West Yorkshire Combined Authority is the Data Controller for the information you are providing on this form. The information will be used for the purpose of assessing your suitability and recruiting to the role of Independent Custody Visitor Under the General Data Protection Regulations, you have a number of rights over your own personal data; these include a right of access, right of erasure, right to rectification, and a right to object. To use any of these rights please contact our Data Protection Officer [dpo.PC@westyorks-ca.gov.uk](mailto:dpo.PC@westyorks-ca.gov.uk) You can view our full privacy notice here: [Privacy notice and cookie policy - West Yorkshire Combined Authority (westyorks-ca.gov.uk)](https://www.westyorks-ca.gov.uk/footer/privacy-notice-and-cookie-policy/)

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| INDEPENDENT CUSTODY VISITING SCHEME APPLICATION FORM |  |

**Applicants must read the guidance notes prior to completing this form.**

Complete all sections of the Application Form. A Curriculum Vitae (CV) will not be accepted as an alternative to a completed Application Form. Email is our preferred method of contact, please provide a valid email address. If you have any questions about completing this form, please contact the Scheme Manager [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime%20%3cpolicingandcrime@westyorks-ca.gov.uk%3e)*.*

**PERSONAL DETAILS (in BLOCK CAPITALS)**

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| Title: Click or tap here to enter text. | Forename(s): Click or tap here to enter text. |
| Surname: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| Full Address:  Click or tap here to enter text. | Contact numbers-  Mobile: Click or tap here to enter text.  Home: Click or tap here to enter text.  Work (if contactable): Click or tap here to enter text. |
| Nationality: Click or tap here to enter text. | If you are a non UK British Citizen, is your stay in the UK free of restrictions?  YesNo  If no, please expand:  Click or tap here to enter text. |
| Date of Birth: Click or tap here to enter text. | Where did you hear about this recruitment?  Click or tap here to enter text. |
| If you do not reside in West Yorkshire, please state the Local Authority area in which you work or study:  Click or tap here to enter text. | If you have ever been an Independent Custody Visitor/ Lay Visitor before, please state which area you volunteered in: Click or tap here to enter text.  Dates served: Click or tap here to enter text. |
| What, if any, special requirements or reasonable adjustments do you require:  Click or tap here to enter text. | |

Please tick this box to confirm that you have read, understood and meet the requirements   
as outlined in the Guidance Notes for the eligibility to become an independent custody visitor.

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**QUESTIONS**

**Having read the Job Description and Person Specification sent with this application form, please answer the following questions.**

2. What do you think are the benefits of the ICV Scheme to a) the Police Service and b) the community?

Click or tap here to enter text.

## Please provide information about yourself, which you believe, is relevant to the role of a Custody Visitor (i.e., employment, voluntary/community work).

## (Max 200 words).

Click or tap here to enter text.

Click or tap here to enter text.

3. Outline a situation where you have used your communications skills (either written or verbal) to communicate information effectively.

(Max 100 words).

Click or tap here to enter text.

4. Outline a situation where you have worked as a team member and used your teamworking skills to build relationships within it.

(Max 100 words).

5. Outline a situation where you have remained independent and impartial despite other pressures.

(Max 100 words).

Click or tap here to enter text.

1. Do you hold a current car/ motorcycle driving license and are you willing to use your vehicle for business purposes or do you have the willingness and ability to travel across West Yorkshire via public transport to visit each police custody suite?

Yes, I can independently travel across West Yorkshire to reach any police custody suite:

No, there are limitations on which police custody suites I can travel to:

**REFERENCES**

**Please give the name, address and occupation/profession of two referees (not related to you), who you have known for three years or more and who would be able to give a character reference.**

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|  | Referee 1 | Referee 2 |
| Name: | Click or tap here to enter text. | Click or tap here to enter text. |
| Relationship to you: | Click or tap here to enter text. | Click or tap here to enter text. |
| Telephone No: | Click or tap here to enter text. | Click or tap here to enter text. |
| Occupation: | Click or tap here to enter text. | Click or tap here to enter text. |
| E-Mail Address: | Click or tap here to enter text. | Click or tap here to enter text. |

## Note: Referees will be approached prior to interview unless you clearly indicate that this should not be done, giving reasons.

## I agree: I do not agree (please include a reason):

## Reason: Click or tap here to enter text.

**RELATIONSHIP DECLARATION**

Are you or have you previously been related to any persons associated with the Criminal Justice System? (See guidance notes)

## No: Yes (please give details below):

Details: Click or tap here to enter text.

**SIGNATURE DECLARATION**

## I agree to West Yorkshire Combined Authority making an enquiry to the police in connection with my application as a volunteer. I have read the information supplied to me concerning the duties and responsibilities of an Independent Custody Visitor and would be prepared, if my application is accepted, to attend training sessions as necessary and complete the appropriate paperwork. As I am applying for a volunteer role with West Yorkshire Combined Authority, I agree to my information being used and process as per West Yorkshire Combined Authority Privacy Policy, full details of which can be found on our [website.](Privacy%20notice%20and%20cookie%20policy%20-%20West%20Yorkshire%20Combined%20Authority%20(westyorks-ca.gov.uk))

## I declare that the information I have provided is accurate to the best of my knowledge and belief.

## Signed (*a typed name is ok if completing electronically*): Click or tap here to enter text.

## Date: Click or tap here to enter text.

**Once complete email your application to:** [policingandcrime@westyorks-ca.gov.uk](mailto:policingandcrime%20%3cpolicingandcrime@westyorks-ca.gov.uk%3e)

**Or post to ‘ICV Scheme Manager’, Policing and Crime Team | Wellington House | 40-50 Wellington Street | Leeds | LS1 2DE**

**Closing date: Sunday 28 September 2025**

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INDEPENDENT CUSTODY VISITING SCHEME

**EQUAL OPPORTUNITIES MONITORING**

We want to meet the aims and commitments set out in our [equality policy](https://www.westyorks-ca.gov.uk/about-us/governance-and-transparency/transparency-and-freedom-of-information/equality-objectives/#:~:text=The%20Combined%20Authority%20will%20not,and%20civil%20partnership%20or%20disability.). This includes building an accurate picture of the make-up of the scheme to support diversity. The organisation needs your help and co-operation to enable it to do this, filling in this form is voluntary. **This information will be treated in the strictest confidence and will only be used for monitoring purposes. It plays no part in the recruitment process.**

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| **What is your postcode?**  Click or tap here to enter text.  Prefer not to say  **What is your sex?**  Female/ woman  Male/ man  I self-describe my sex as: Click or tap here to enter text.  Prefer not to say  **Is the gender you identify with the same as your sex registered at birth?**  Yes  No  I self-describe my gender identity as: Click or tap here to enter text.  Prefer not to say  **How old are you?**  0 – 15  16 – 24  25 – 34  35 – 44  45 – 54  55 – 64  65 – 74  75 – 84  85+  Prefer not to say  **What is your religion or belief?**  No religion (including atheist)  Christian  (including Church of England, Catholic, Protestant, and all other Christian denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Other (specify, if you wish): Click or tap here to enter text.  Prefer not to say  **How would you describe your sexual orientation?**  Heterosexual or straight  Gay man or gay woman / lesbian  Bisexual  I self-describe my sexual orientation as: Click or tap here to enter text.  Prefer not to say  **How would you describe your ethnicity or ethnic background?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.  **Asian, Asian British:**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please state: Click or tap here to enter text.  **Black, Black British, Caribbean or African:**  African  Caribbean  Any other Black, African or Caribbean background, please state: Click or tap here to enter text.  **Mixed or Multiple ethnic groups:**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed or Multiple ethnic background, please state: Click or tap here to enter text.  **White**:  English, Welsh, Scottish, Northern Irish or British  Irish  Gypsy or Irish Traveller  Roma  Any other White background, please state: Click or tap here to enter text.  **Other**  Arab  Any other ethnic group, please state: Click or tap here to enter text.  Prefer not to say  **Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**  Yes  No  Prefer not to say  **Do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?**  Yes, limited a lot  Yes, limited a little  No  Prefer not to say  **What is the effect or impact of your disability or health condition on your ability to give your best at work?**  Click or tap here to enter text.  The information in this equal opportunities monitoring form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the Policing and Crime Team running the recruitment process.  ***Thank you*** |  |