

# Safeguard Procedure for Volunteering & Service-Learning in the U.K. and Ireland

*\*For N.U.in students in England and Ireland only*

Volunteering often involves working with vulnerable and 'at-risk' populations. Organizations that serve children, the elderly, the homeless and persons with disabilities often require background checks to ensure anyone volunteering within their organization is legally entitled to do so. This means verifying that every volunteer has completed a background check and has a visa allowing them to work/volunteer in the U.K. and Ireland.

## Domestic Students

### **How do I obtain a police check?**

The process to obtain a police background check varies state-to-state. For specific details on the processing time and costs, please visit your local police authority or Sheriff's office. You will need to indicate your reason for traveling and show photo identification. A state background check is preferable.

### **What should my police check include?**

The document should be officially stamped on headed paper, confirming that you do not have a criminal record.

### **Do I need to bring my police check to the U.K./Ireland?**

Yes, this document needs to be brought with you to your site and given to your supervisor at your volunteering placement.

## International Students

### **How do I obtain a police check?**

For international students who have resided in another country until now, the police background check should be obtained from your country of origin. Please inquire your local authorities as to how you can obtain this document.

### **Does my police check have to be in English?**

Any official documents issued in a language other than English will need to be officially translated into English and both documents taken to the U.K. or Ireland.

*Please give yourself plenty of time to obtain your background check, as it cannot be processed once you are in London/Dublin! It is also recommended that you make photocopies of your official documents before you depart.*