**Registration Form**

**Thank you** for deciding to**join the growing directory** and choosing to **welcome prison leavers** through being registered with us! Please complete the sections below.

**Information provided in sections 1, 2 and part of section 4 (as clearly marked) will be published publicly in the directory, with your permission, in accordance with our Data Protection Policy.**

**Name of your Faith or Belief Community**

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**What faith or belief group do you identify with?**

*(if your faith/belief group is not listed, please enter in 'other' - we will add your group at the next revision of this form as appropriate)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Buddhist |  | Quaker |  | Jewish |  |
| Christian |  | Rastafari |  | Baháʼí |  |
| Hindu |  | Sikh |  | Christian Science |  |
| Muslim |  | Pagan |  | Seventh Day Adventist |  |

Other, please specify:

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**Denomination within Faith/Belief Group**

*(Optional e.g. Church of England, Sufi, Baptist etc.)*

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**What geographical area are you in?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| North East |  | Wales |  | South Central |  |
| North West |  | East |  | South West |  |
| East Midlands |  | London (inside M25) |  |
| West Midlands |  | South East |  |

**Prison Link / Experience / Training**

*Do you have a connection (past or present) with a prison? If yes, please note which prison this is.*

*Alternatively, please note any other experience or training in supporting needs that prison leavers might face.*

*If instead you or others have attended the Prisons Awareness Course run by The Welcome Directory, please state when this was and who from your faith community attended (the names of the individuals and exact details of experience will not be printed).*

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**Details of Faith-Belief Community**

Information provided in this section will be published publicly in the directory, with your permission, in accordance with our Data Protection Policy.

*Note: For security reasons, please do NOT give any personal data for any serving Prison Chaplain, Volunteer, or other Prison Staff Member under the Senior Faith/Belief Leader contact. Email addresses and phone numbers specific to the Faith/Belief Community is advisable, or an email address specific for through-the-gate work. For any questions or concerns, please contact us.*

**Senior community leader’s name**

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| --- |
|  |

**Email**

|  |
| --- |
|  |

**Address**

*Where you meet, rather than an office address*

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| --- |
|  |

**Postcode**

|  |
| --- |
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**Phone Number**

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**When do you gather, and at what times?**

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**Faith/Belief Community Website**

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**Social Media**

*E.g. Facebook, Instagram, Bluesky etc.*

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**Short description of your faith/belief community**

This is optional, but will help people leaving prison to know that they will be welcomed in your community

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**Size of your faith/belief community**

Those regularly attending your main weekly meeting

|  |  |
| --- | --- |
| Small (up to 50) |  |
| Medium (50-150) |  |
| Large (150+) |  |

**Services Offered**

Tick as many of the following which the community offers or members of the community are involved with

|  |  |  |  |
| --- | --- | --- | --- |
| Befriending / Mentoring |  | Other Support Groups |  |
| Work / Training |  | Addiction/Recovery Support |  |
| Counselling |  | Debt Advice |  |
| Housing |  | Other, please specify |  |

*Other services offered:*

|  |
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**Safeguarding**

Having a safeguarding policy, an active culture, and a named lead responsible for safeguarding, is an essential requirement for faith/belief communities prior to registration with The Welcome Directory.

*Registration should be discussed with the****Faith/Belief Community's Safeguarding Lead/ Advisor****(or equivalent), and where required by the tradition, with the relevant Regional Safeguarding Personnel e.g. for Methodists, the District Safeguarding Officer.*

*You can also refer to the 'Safeguarding Principles' document on the Resources section of our website. These principles have been developed, with specific reference to prison leavers, to bring further clarity to the process, and in turn a confidence in welcoming prison leavers.*

***Information provided in this section is collected for internal use only and is therefore not available publicly, in accordance with our Data Protection Policy.***

*If your Faith/Belief Community does not yet have a Safeguarding Policy in place, you can access support through organisations such as ThirtyOneEight, NSPCC Learning or Social Care Institute for Excellence (links can be found in our principles document).*

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**Confirmation of active safeguarding policy and culture**

**Safeguarding Lead Contact Name**

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**Safeguarding Lead Contact Email**

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**Welcome Directory Champion**

Some information provided in this section (clearly marked below) will be published publicly in the directory, with your permission, in accordance with our Data Protection Policy. This is intended to help facilitate connections between the Prison Leaver and the Faith/Belief Community.

***Note:****For security reasons, please do NOT give any personal data for any serving Prison Chaplain, Volunteer, or other Prison Staff Member under the Primary Champion contact. It is preferable that the primary champion does not undertake any of the above prison roles to avoid any conflicts of interests through working in prison/ being involved in through-the-gate work. For any questions or concerns, please contact us.*

If the applicant is also the senior faith/belief leader and safeguarding lead, we request that at least one other champion is identified as the PRIMARY champion.

**Name of Primary Welcome Directory Champion** *(Published publicly)*

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| --- |
|  |

**Welcome Directory Champion Email** *(Published publicly)*

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|  |

**Welcome Directory Champion Phone number** *(Internal only, not public)*

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**Name(s) and Email Address(es) of secondary/additional champions** *(Internal only, not public)*

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**Data Protection and Declaration**

Information provided in this section is collected for internal use only and is therefore not available publicly, in accordance with our Data Protection Policy.

**Data Protection Policy**

The information provided on this form will only be used for purposes directly connected with charitable work of The Welcome Directory. Your details will never be shared with or sold to any third party for marketing purposes.

The data you have provided in sections 1, 2 and part of section 4 (as clearly marked) will be published publicly in the directory, with your permission, in accordance with our Data Protection Policy.

Through completion of this registration form and provision of contact details, consent is given to be added to the e-news mailing list. This can be opted out of at any time by getting in touch with The Welcome Directory, and instructions to do so are included in each e-news communication. All other communications are specifically in relation to registered faith/belief community designated roles (as per this registration form, e.g. senior faith/belief lead, safeguarding lead, champion or applicant).

A copy of our Data Protection Policy is available on our website here: <https://www.welcomedirectory.org.uk/resources/Data%20Protection%20Policy-%20Final%20Oct%2023.pdf>

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**I confirm that I am happy with this data policy.**

**Faith/Belief Community Leader’s Declaration**

The Welcome Directory does not make referrals and takes no responsibility for people leaving prison. Instead, it provides a list of registered faith communities, empowering prison leavers to make their own decisions on where they would like to continue worshipping, with support from Prison Chaplaincy.

People in prison will not be referred to you, they will simply be given the details of your Faith/Belief Community if you appear in a search result based on geographic details and faith tradition.

It is therefore the responsibility of individual Faith/Belief Communities to set up and manage their programmes appropriately, wisely and safely; and to comply with all legislation including the protection of families, children, young people and vulnerable adults.

By signing this document you are confirming that the Faith/Belief Community Leader has given their permission to be added to the directory on this basis, and that you have read and understood the content of this declaration.

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I confirm that I have read and understood this declaration and that I have the authority to act on behalf of this faith/belief community.

**Applicant’s Name**

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**Applicant’s Email Address**

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**Where did you hear about the Welcome Directory?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact with The Welcome Directory Staff |  | Social Media or Article |  | Through Prison Chaplaincy |  |
| Referral or Recommendation |  | Through the Prison Awareness Course |  | Spring Harvest 2025 |  |

**Date Application Submitted**

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*Thank you for completing this form, which you can now email to* [*admin@welcomedirectory.org.uk*](mailto:admin@welcomedirectory.org.uk)*. We will review your application and be in touch very soon to confirm whether or not we can add you to the directory or if we need a little more information.*

*We aim to have all changes and applications for registration live on the public version of The Welcome Directory within 5 working days, however the review process can sometimes take a little longer.*

*Once again, thank you for your application. With your help we will begin to see more and more people who are leaving prison with faith to find places of welcome where they can continue their journey of change.*

*Revd Bob Wilson,*

*Founding Trustee*

Date of Application