# Application Form AGPI Membership (Please read pages 3 & 4 before completing)

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| **COMPANY OR GUARDIANSHIP ORGANISATION DETAILS** |
| Name of Company / Guardianship Organisation  |  |
| Trading Name *(if different)* |  |
| Trading Address  |  |
| Contact Person  |  |
| Company website  |  |
| Contact email  |  |
| Contact phone number  |  |
| **GOVERNANCE** |
| Is the Company / Guardianship Organisation legally registered in Ireland?  |  **YES / NO** |
| If, Yes, please indicate the legal structure of the company. | *Company type*  | *Please tick*  |
| Private Company Limited by Shares (LTD)  |  |
| Designated Activity Company (DAC)  |  |
| Company Limited by Guarantee (CLG)  |  |
| Public Limited Company (PLC)  |  |
| Limited Partnership Company (LP)  |  |
| Sole Trader |  |
| CRO Registration Number |  |
| Date of Incorporation  |  |
| CRO listed Company Address  |  |
| Please list all Company Directors below  |
| *Name* | *Address* | *Email*  | *EU resident**YES/NO* | *Other Active Directorships (please list)*  |
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| If none of the Directors listed above are ordinarily resident in Ireland or the EU, is there a bond in place as required by Irish company law?  | **YES / NO** |
| Is beneficial ownership of the company applying for membership vested entirely in these directors?  | **YES / NO** |
| If NO, please give details of the beneficial owner(s) below:  |
| Are any of the Directors or Beneficial Owners listed above disqualified from being a Director? If Yes, please give details: |
| *Name of Director or Beneficial Owner*  | *Details re disqualification*  |
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| **TAX COMPLIANCE** |
| What is the company Tax Year?  | Start Month: End Month:  |
| Year of most recent company accounts filed?  |  |
| Is the company fully tax compliant?  | **YES / NO** |
| *Please provide with this application form:* * *a print out of a Tax Clearance number for the most recent tax year of the company*
* *a letter from your auditor or accountant certifying that the company is solvent and in good standing with the authorities in Ireland.*
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| **STAFFING OF GUARDIANSHIP PROGRAMME**  |
| How many staff in your organisation are involved in your Guardianship programme?  |  |
| Have all staff working with minors been Garda vetted? | **YES / NO** |
| Have all staff working with minors completed Child Protection Training (minimum free online TUSLA “Introduction to Children First” E-learning Programme)? | **YES / NO** |
| Is one member of staff a Designated Liaison Person? | **YES / NO** |
| **STUDENTS** |
| Number of students currently in the care of your Guardianship Programme?  |   |
| Number of students in Host Family Accommodation  |  | Number of students in Boarding Accommodation  |  |
| **INSURANCE** |
| Insurance Company |  | Policy number  |  |
| Public Liability Insurance – Limit of Indemnity  | €  | Employers’ Liability Insurance – Limit of Indemnity  | €  |
| Is your current insurance cover adequate? | **YES / NO** |
| **CRITERIA FOR AGPI MEMBERSHIP** |
| **GOVERNANCE** To become an AGPI member, the applicant must already adhere to the following:1. The organisation must be a legally formed Irish company
2. The company Directors / Shareholders / Beneficial Owners must not be disqualified from acting as a company Director.
3. The company must present a tax clearance number which verifies the company’s tax affairs and returns are in order and up to date, as well as a letter from an auditor or accountant certifying that the company is solvent and in good standing with the authorities in Ireland.
4. Company must have adequate Public Liability and Employer’s Liability Insurance

**OPERATIONS** To become an AGPI member, the company has implemented **or** will implement the following practices and systems in advance of the IGI inspection.1. The company legally employs qualified staff to look after international students with a maximum of 30 students per full-time staff member.
2. The company has documented systems and policies in place which guarantee quality, efficiency and professionalism, from the application stage, right through to the departure of the international student, ensuring student welfare, pastoral care, academic progress, and personal safety.
3. The company adopts a collaborative communicative approach, connecting the young person, their parents, the overseas agent, the school, the host family and the guardianship provider.
4. Staff and host families are Garda vetted every three years.
5. The company has a clearly defined and implemented Child Protection Policy.
6. The company has a documented Student Care Plan for each student in their care.
7. Staff working with young people have undergone Child Safeguard Training (minimum TUSLA “Introduction to Children First” E-learning Programme).
8. At least one staff member has undergone professional Designated Liaison Person (DLP) training and acts as DLP.
9. The company provides a 24/7 emergency telephone service.
10. A staff member meets each student on a one-to-one basis, at least once per month to monitor progress and deal with any issues the student may have.
11. A member staff meets with the hosting parent / boarding house manager on a one-to-one basis, at least once per month to ensure the student’s welfare and happiness in the home / boarding house.
12. Student progress reports are issued monthly to the parents (via agent or directly).

**STANDARDS** To become an AGPI member the company must be committed to operating within the Five Standards of the Quality Assurance Framework of the Association of Guardianship Providers Ireland (AGPI), which are outlined below:1. Members are responsive to the young person’s needs and to their positive outcomes. Members work in partnership with the young person, their parents and overseas partners to identify the young person’s needs in order to ensure they benefit from an enriching placement and positive out-comes. Members are responsive to the changing needs of young people, they plan and review the programmes offered and seek feedback from them in order to improve and develop the services offered.
2. Members are committed to providing young person-centred services. Members place the young person’s well-being, safety and best interest at the core of their work and decision- making. They recognise that every young person is unique, with their own interests, abilities and learning style, and are active participants in their own development. Programmes provide young people with learning and social opportunities that support their development and offer a personally rewarding and enriching experience in a different culture.
3. Effective management structures promote the young person having a fulfilling experience. Members have strong management structures that ensure they are well run, such as good financial planning and oversight with clear accountability and effective decision-making systems. Members are compliant with the requirements of Irish legislation, regulations and relevant codes of conduct, and have systems, policies and procedures in place that promote and support the young person’s successful placement in Ireland.
4. Partners work together to ensure a successful student placement. Members are committed to working together effectively to achieve positive outcomes for the young person. Members provide clear information about what they deliver, how they will work with others, as well as what they need from others in order to ensure the young person has a successful placement. The processes and systems which support successful partnership working are effective and efficient.
5. Members promote quality relationships with young people’s parents. The nature of the relationship with the young person’s parents is positive, open and purposeful. Members value each young person and their parents by respecting them and staff communicate constructively and openly with them via our overseas partners. Members recognise the primacy of the young person’s family and the role of their parents as primary carers.
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| **Fully Accredited members and Preliminary members 2021**  |
| As inspections are on-going, all members are classed as ‘Members’ for the moment on our website: <https://www.agpi.ie/members/>From June 2021 those members who have been inspected and who have passed this inspection will be classed as **‘Fully Accredited Members’** and those who still have an inspection pending, will be classed as **‘Preliminary Members’** |
| **INSPECTION AGREEMENT** |
| I agree that as part of the inspection process to be carried out by the Independent Guardianship Inspection CLG IGI), IGI may conduct enquiries with schools, host families, staff, overseas partners, students and their natural parents and/or legal guardians with regard to the veracity or otherwise of statements and confirmations contained in this application and in any documents or statements submitted in support of my application for membership of AGPI to either AGPI or the IGI; and with regard to the frequency and quality of services provided by the company. For this purpose, IGI Inspectors will attend at the company’s offices and will be allowed full and complete access to placement details for all current and past students and attendant data. This information will not be shared with any person or entity other than the Independent Voting Board Members of IGI, to the exclusion of any AGPI board members, or any persons or entities other than legally appointed independent IGI board members. |
| **DECLARATION OF COMPANY DIRECTOR**  |
| 1. I declare that the information provided by me on the above form is true and correct to the best of my knowledge and belief. I also confirm that in the event any information provided by me is not true and complete, AGPI will be within its right to take action including but not limited to refusal of membership or discontinuation of the company's registration as an accredited member.
2. I have attached with this application the €250 application fee. I accept that if my application is successful, this will be deducted from my annual AGPI membership fee (in the region of €750 TBC).
3. I accept that the cost of the IGI inspection will be in the region of €3000 every three years, depending on the size of the company.
4. I attach a tax clearance number which verifies my company’s tax affairs and returns are in order and up to date, as well as a letter from an auditor or accountant certifying that my company is solvent and in good standing with the authorities in Ireland.
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| **Signed by Company Director:**  | **Print name:** **Position:** **Date:**  |
| Completed application forms should be emailed to info@agpi.ie by November 22nd 2019. The €250 application fee should be lodged into the AGPI bank account, ref: “Your Company Name”. **Account Name:** AGPI, **BIC:** BOFIIE2D, **Sort Code:** 900017 **Account:** 79197714 **IBAN:** IE04 BOFI 9000 1779 1977 14 **Bank Address:** Bank of Ireland, College Green, Dublin 2 |