**FOREST GATE BAPTIST CHURCH – NEW VOLUNTEER INDUCTION FORM (July 2020)**

Thanks for agreeing to serve as a volunteer with youth/children/vulnerable adults at Forest Gate Baptist Church. We are so please you’re open to exploring this calling with us. As you’ll probably be aware we need to make sure that those working with vulnerable people/children are suitable for the role, for everyone’s sake.

In order for us to process your application quickly please follow the instructions step by step below:

STEP 1 – It is a good idea to see whether the role you are applying is really for you. Please arrange to meet with the person who heads up the ministry area you are exploring to discuss the role and what would be involved (time commitment, expectations etc). Please ensure you receive a **volunteer job/role description** (ideally in writing) as part of this process.

STEP 2 – Following your interview/or as part of it please arrange to visit the activity to see first hand what it looks like. You will likely be there as an observer rather than an active participant.

If following these steps you would like to proceed with your application please undertake the following steps.

STEP 3 – Please complete **the reference request form** (attached) and return it to the person who has recruited you to serve as a volunteer.

STEP 4 – You will receive an email from *Due Diligence Checking (DDC)* requesting you complete an application for a **‘DBS’ which is a criminal record check**. Simply complete the online form, then arrange to meet the church ‘Document Verifier’ to confirm in person your identity. If you have any issues logging onto the system please contact the person who recruited you who will put you in touch with our verifier.

Please note not all criminal convictions will automatically disqualify you from serving as a volunteer. We will deal with the results on a case by case basis and confidentially. There is no cost to you to receive a DBS check.

STEP 5 – Once your references and DBS check come back, you can **begin volunteering**. Your references will come back to the church, but you will have to bring your DBS certificate in for our records (which will be stored confidentially and in line with GDPR regulations).

STEP 6 – Your volunteering should begin with a **full induction/appropriate training** by the leader of the activity. You should not be left to work unsupervised at any point.

As part of your induction you will be requested to undertake an **initial safeguarding training session** within the first three months of volunteering, which should be arranged by your volunteer leader in coordination with the church Designated Person for Safeguarding. An initial session is likely to comprise of a **half-day training event** within an hour of the church’s location run by the North West Baptist Association**. Annual refreshers** should also be undertaken, arranged locally by your volunteer leader in cooperation with the DPS (Anthony Lord).

**SAFEGUARDING TOP TIPS AND QUICK REFERENCE GUIDE**

Full training will be provided to you but to ensure you feel confident from the beginning please use this as a quick reference guide. For the purpose of this the term ‘child’ indicates anyone under 18 years of age.

**Do’s and Don’ts:**

**Do** ensure that in every activity you place the welfare of the child/vulnerable adult first. If in doubt, ask yourself ‘*for whose benefit am I doing this?’*

**Do** treat those under your care with dignity and value. Use every opportunity to build their sense of self-worth and self-confidence.

**Do** ensure that you remain accountable to other volunteers and your team leader. Ensure that you can always justify why you took a certain action and can be seen by other volunteers/adults when working directly with a child/vulnerable adult.

**Do** listen to those you care for, and look out for signs that they are happy and healthy. If you see anything that causes you concern (such as potential signs of abuse, including neglect or bullying, report this immediately to your team leader or the DPS). \*See below

**Don’t** be alone with a vulnerable adult or child, this is never necessary in our context.

**Don’t** promise *confidentiality* but remind children you will have to pass on any welfare concerns.

**Don’t** make unnecessary physical contact with those in your care. You must always be prepared to justify to colleagues why you touched a child/vulnerable adult. It is impossible to promise no physical contact, as at times a young child may need to be reassured for example, but this always needs to be done with the questions ‘*for whose benefit?* in mind, and should always be in view of other adults and be defendable if challenged.

**Don’t** contact children outside of the specific activity, such as by using social media or even by telephone. All contact should be done via the parents. If a child/young person contacts you outside of the club this must be reported immediately to your supervisor.

If contacting vulnerable adults, this needs to be done in a way that is accountable and transparent, including other volunteers in the decision to contact them and the result. At times it might be appropriate to visit a child or vulnerable adult at home, this should never be done alone and in the case of a child, always with the consent of the parent/guardian (and ideally with them present).

**There should always be a minimum of two adults** when running any activity in church involving children and vulnerable adults. The appropriate ratios depending on the activity and age of the children can be found on page 68 of **Safe to Grow** (found on the Baptist Union website or available upon request)**.**

\* Signs of abuse and reporting procedures are listed in the document entitled ‘*Forest Gate Baptist Church Safeguarding Procedures Part 2’* which should be included alongside this document. If you haven’t received this please ask your volunteer team leader or DPS for a copy.