

Information for Volunteers

Model information about voluntary positions working with children and/or young people in the church, with information about the appointment process.



Information for Volunteers

.....Church

This sheet gives you information about a voluntary position working with children and/or young people. It is designed to help you consider whether you would be able to fulfil this role and to give you important information about the appointment process.

This church values its children and young people and we seek to ensure that those who work with them are suited for the role and are called by God. Because of this we also value those who give their time to work with children and young people. A thoughtful appointment process expresses our valuing of the children and young people of our church and also expresses our valuing of those who work with them.

Description of position

Organisation Job

title Brief job

profile

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Time commitment Day of week From to

*weekly/fortnightly/monthly

*Other:

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*Planning will be required which may take approximately hours per week

*You would also be expected to attend the following meetings:

.....

Line management You would be responsible to

You would be responsible for

All appointments are made initially for a probationary period of six months after which time the appointment will be reviewed and either confirmed or terminated.

Appointment process

If you wish to be considered for the position the procedure will be as follows:

You will be asked to fill in an application form and give the names of two referees.

The references will be taken up.

You will be interviewed. In the interview we will explore with you your gifts and your Christian experience; we will talk with you about any previous experience you have had in caring for children and/or young people; and we will ask about your reasons for wanting to take on this role at this time.

If, following the interview, it is decided to invite you to work with children and/or young people, in order to offer the appropriate protection to children and young people we will need to ensure that there is nothing in your past that indicates that you might pose a risk to their safety. To this end, you will either be asked to make a declaration about your criminal record, or you will be asked to apply for a Standard or Enhanced Disclosure from the Criminal Records Bureau.

Two points should be made:

First, we do not wish to prevent all people with past criminal convictions from working with children and young people in the church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to children's or young people's safety.

Secondly, the information will be treated in the strictest confidence. Indeed, if you are asked to apply for a Standard or Enhanced Disclosure from the Criminal Records Bureau no-one in this church will have access to the information. The application for the Disclosure will be processed by our umbrella agency, Due Diligence Checking (DDC). If your criminal record reveals nothing of concern, then DDC will inform the church that your DBS check has been completed. If there is any information that may give cause for concern the DDC will request that you send them your disclosure certificate and will pass the information on to the Baptist Union safeguarding team who will assess the information on the Disclosure. The team will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU team is involved you will be contacted before any advice is given to the church.

This church has an equal opportunities policy which covers the appointment of ex-offenders, which you can see on request. The Criminal Records Bureau also has a Code of Practice which will also be made available to you on request.

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, BUGB operates as a CIO with registered charity number 1181392

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