

## **Safer Recruitment at Jesus Church – July 2019**

A Most volunteers at Jesus church undertake occasional duties e.g. as sidespeople, coffee, cleaning, flowers, maintenance or gardening for which we do not have role descriptions. We accept the help of those willing to offer and for some roles give guidance on what particular tasks to do. For Music group there are regular practice sessions.

We have no paid staff. We do not have a recruitment procedure in place for these roles.

B For those working in groups with children we have further safeguards which are being implemented over time – ie all people starting new now are completing the procedures as listed below but those who have been helping for many years eg in Tea, Toys and Toast have not been subject to the procedures unless they have been also DBS checked for Junior Church.

### **ALL VOLUNTEERS FOR CHILDREN'S WORK**

Firstly we expect that ALL new volunteers in children's/youth work will have been known to us and regular at church for 6 months before volunteering.

### **FOR GROUPS WHERE PARENTS STAY WITH CHILDREN**

1 For groups where parents remain with their children we ask the volunteer leaders/helpers to fill in a Jesus Church Job Application Form. This asks basic identity/address details and for 2 references.

3 The references are checked by email and/or phone.

### **FOR GROUPS WHERE PARENTS DO NOT STAY WITH CHILDREN/YOUNG PEOPLE**

2 There is a job description for those working in Junior Church, Tiddlywinks and Hub as leaders or helpers. For these groups where the parents do not stay with the children we require

- A completed Jesus Church Job Application Form
- Two references checked by email and/or phone
- A Confidential Declaration Form
- A DBS check which is administered by our Lead Recruiter Wendy Reddaway

We do not currently have a Volunteer Agreement or use a Safeguarding Declaration.

Approved by Jesus Church PCC at its meeting on 15<sup>th</sup> July 2019. To be reviewed in May 2020.