



Bunyan Baptist Church
Stevenage



Refreshing community for everyone

BUNYAN BAPTIST CHURCH SAFEGUARDING PROCEDURES

Incorporating
Best Practice Guidance for Baptist Union of Great Britain Churches

To be read alongside the two safeguarding policies relating to the safeguarding of children and young people and adults at risk.

As first presented at the Church Meeting on 22nd March 2022

Please note: This is not a policy document. This is a good practice guidance document and so is a 'should do' document rather than a 'must do' policy. However, it is something that we will expect those working for Bunyan Baptist Church will look to follow and put into practice.

Contained within this document are some of the forms and documents that we use to support our safeguarding work [eg review forms, risk assessments etc]

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BUGB BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are recommended by our national body. They have been drawn up to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

NB Numbering in this section follows that found in the BUGB's suggested policy document

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister.

3.1.4 Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers should:

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time.

3.1.5 Mentoring

If a worker is working with a young person as part of the recognised church mentoring programme:

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, ie not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

3.1.6 Peer Group Activities for Young People

All youth activities should be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders should contribute to programme planning and reviews and should always be present to oversee any peer-led activities taking place.

3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

3.1.8 Electronic Communications - Cyber Safety

This section from the BUGB Guidance should be read alongside Bunyan's statement on this which is published as Appendix 1 at the end of this document

Modern Technologies and Safe Communication

A worker's role description should include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers should ensure that they are accountable by copying each message to a designated email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Communicating using Instant Messaging (eg. Snapchat, Whatsapp, Instagram)

Instant messaging should be kept to an absolute minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated.

Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Paid workers should be issued with a mobile phone under a contract that provides itemised billing.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Networking

- Workers should only use an approved church page on a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission should be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It should be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

3.2 WORKING WITH ADULTS AT RISK

3.2.1 Premises

The church building should be as accessible as possible to all people. Care has been taken with our new building work to try and address several of the outstanding issues. Any further restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible [ie at least as far as is reasonably practicable], and where necessary, aids and adaptations put in place.

3.2.2 Language

Every effort should be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We should be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

3.2.3 Worship

In all worship services, we should consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- providing some copies of large print type for all printed materials
- speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- describing what is being presented on a screen for those who cannot see it clearly
- using inclusive language
- using a variety of liturgy and resources to cater for different levels of understanding
- using a roving microphone during times of open prayer so that all can hear
- considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

3.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

3.2.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

3.2.7 Computers

Any church computers that are made available to non-staff users should have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users.

3.2.8 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

3.2.9 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk.

A copy of the consent for is available from the trustees

3.3.2 Health and Safety

All activities for children, young people and adults at risk should comply with the church's current health and safety policy and should be conducted in accordance with any published guidelines for users of Bunyan Baptist Church, with particular attention paid to the sections on Fire, First Aid, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker should hold a valid Basic Food Hygiene Certificate. However, Bunyan policy does not require this, more that whoever is responsible is competent to supervise such an event.

Buildings being used for children's and adult at risk groups will be properly maintained. Leaders from the teams involved should carry out a health and safety review in order to consider all aspects of safety for everyone involved in using the premises. A Risk Assessment check list is available for doing this.



Standard risk
assessment for an ev

3.3.3 Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

3.3.4 First Aid

Our church should have a number of trained First Aiders and a list showing who they are on the noticeboard. All church groups should ensure that they have sufficient trained first aiders [or practicing medical clinicians who can take on that role competently] on their regular team so that there is always first aid cover at events and activities.

The church has first aid kits as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. There is also an additional first aid kit for external events. The person nominated as the 'first aider' should ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to one of the ministers.

3.3.5 Supervision of Groups

The person responsible for a group/activity should hold a register for the event and should sign in themselves sign at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register of all leaders and attendees so that you know who is on the premises [particularly in case of fire].

3.3.6 Food Hygiene

The Food Hygiene (England) Regulations 2013 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to either possess the Basic Food Hygiene Certificate and or be competent for the level of food handling undertaken and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

See Bunyan's Food Hygiene Policy.

3.3.7 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader should ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task. **See section 3.3.2 above for a copy of the documentation used to help with this.** This should be completed at least a week before the event and reviewed by the deacon / trustee with responsibility for Health & Safety.

3.3.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place.

3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and adults at risk on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers should be present when transporting children as part of a church role.

3.3.10 Outings and Overnight Events Involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand. [See 3.3.2]
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and [where required] food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Adventurous Activities

No child may participate in adventurous activities without the written consent of the parent /carer. The activity leader should ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (eg no running around tents due to the risk of injury from tripping over guy lines).

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

3.3.11 Outings and Overnight Events involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand [See 3.3.2]
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Adults at risk should be included in the planning of trips and events
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- Adults at risk should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

Personal Care

It is not appropriate for church workers to perform personal care for adults at risk unless this is their usual task (ie if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site. General safety rules should be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

3.3.12 Hiring of Church Premises

The responsible adult for an activity held Bunyan Baptist Church should be issued with suitable guidelines based on the Baptist Union of Great Britain *Guidance Leaflet PC10: Hiring of Church Premises*.

3.4 SAFER COMMUNITY

3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures should be adopted within the church:

- The children and young people should be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- The church should consider displaying signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should know that they can report any incidents of bullying as part of the safeguarding arrangements.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt should be made to help bullies change their behaviour.
- All allegations and incidents of bullying should be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice should be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team should supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, should set boundaries for that person which they shall be expected to keep. These can be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the contract:

- The DPS should inform and take advice from the local Baptist Association Safeguarding Contact.
- There should be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team should always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion should be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

3.4.3 Alleged or known offenders who are themselves adults at risk

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract, but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

APPENDIX 1

Bunyan Baptist Church Stevenage



Refreshing community for everyone

Statement on Online Interaction with Children, Young People, or 'Adults at Risk of Harm' Winter 2020

Document history

Author	Eric Beach and Rev Andrew Ginn
Replaces	Electronic Communication with Young People - Code of Behaviour [Aug15]
Next Review Due	Two years from day of publication OR in case of significant changes to law, good practice guidelines or personnel
Compliance monitoring	Safeguarding Trustee and Designated Persons

Scope

This document provides guidance on the use of digital communication between those in positions of leadership within the church and those who might be considered 'powerless' / 'vulnerable' or where there may be the possibility of some accusation of abuse of some kind.

In this context 'online interaction' refers to any method of electronic communication from something as mundane as a phone or an email through to the use of various electronic 'platforms' or 'apps' providing instant messaging or the use of shared content [eg Facebook, Twitter, TikTok, cloud-based sharing tools and online meetings tools such as Zoom / Google Hangout etc.]

Staying up to date

These terms are likely to change and evolve as the technology changes and evolves. Is the responsibility of the team member, team leader and trustees to ensure that you stay up to date with means and tools used for online ministry. If you are unsure how to use a 'platform' or 'app', ask for help.

Risks

It is necessary, in order to be effective in Bunyan's ministry and mission, to use social media and digital communication platforms to engage with children, young people and adults at risk. We do so with the following understanding.

There are clearly risks for children, young people and adults at risk of harm online, including:

- posting personal information that can identify and locate a child offline
- potential for inappropriate relationships between adults in positions of trust and the young people / vulnerable adults they work with
- sexual grooming, luring, exploitation and abuse, or unwanted contact
- exposure to inappropriate content, including pornography, racist or hate material or violent behaviour
- glorifying activities such as drug taking or excessive drinking
- the risk of false accusation against a church leader.

We should be aware that there is also a risk when using online groups / chat / activities, that the same spaces and information used for ministry may also be used by 'predators' to groom, abuse or exploit children or adults at risk.

Is 'online interaction' necessary?

At the time of writing this document, the presence of a viral pandemic made the use of online interaction fairly essential in order to continue the ministry of the church. Once this has ended, the question of necessity will need to be reviewed. Once face-to-face meeting [in the safe environment of a group or monitored setting] is allowed again, this may well become the preferred way of working once more.

While we recognise that it is useful to engage with children, young people and adults in digital and online settings, both for convenience and as a part of relevantly engaging in whole life discipleship, we recognise that there are strengths and weaknesses of both "virtual" communication and "in person" communication.

- While some people may feel more confident to express themselves online, others may experience more misunderstandings.
- Where some may engage online naturally, others may, through lack of hardware, software or experience, find it hard to join in

In planning any ministry or mission activity as a team, it is necessary to first decide if / to what extent digital communication platforms or online meetings will be used and, if they are to be used, what steps will be taken to mitigate the associated risks.

Safeguarding

The first step in minimising the risks is to recognise that all the rules of safeguarding apply to virtual online settings just as they would in face to face contexts, both as an ethos and specific actions.

It is the responsibility of team leaders, team members and trustees to ensure that all those serving children, young people and adults at risk, and engaging them digitally have been suitably vetted, prior to engagement in a Bunyan role.

At the heart of our safeguarding approach are some key values:

- Care – we should ensure that the communication is ministry/ mission focused
- Transparency – we should ensure as far as reasonably practical that our communications are visible and not 'private'
- Accountability - how would this seem to a parent / carer / the Daily Mail?
- An understanding of power dynamics - how might the child understand what's happening here
- Consent - would the child want this contact? For whose benefit is it?

As such, these should be considered when using any form of digital communication in ministry.

Where working with young people, communication should only be undertaken with the consent and understanding of their parent[s] / guardian[s].

Where a young person in need or at a point of crisis uses electronic communication as a way of communicating with a worker, significant conversations should be saved as a text file if possible, and a log appended to an appropriate report of the interaction.

What to do

Specifically, when we're engaging in any such digital communication on behalf of Bunyan, we will follow the following guidelines:

- Where possible all communication with young people / adults at risk will be via group events / conversations such as Zoom, WhatsApp or similar technologies as they evolve and develop. This will enable us to be transparent and accountable, working together with the team at Bunyan, the participants, and their parents / carers / family and church members
- When a young person initiates a one-to-one conversation, the volunteer / worker involved should make the team leader aware of the communication. If approached, the team leader should inform another team member for the sake of transparency. Common sense should identify whether such conversations require a safeguarding report.
- We should ensure that our digital contact with children and adults is reflective of the permissions recorded in our ChurchSuite database and our data protection policy
- We should as far as we are able comply with all applicable UK laws and guidance by complying with all relevant Bunyan policies [noting that Safeguarding and Data Protection Policies are especially relevant]
- We should model behaviour and attitudes that are in line with our Christian beliefs, core values and the example of Jesus, respecting privacy, rights, choices and beliefs of whoever we're in communication with, communicating in ways that are open and respectful
- We should intervene where we discover poor behaviour/ bullying / victimisation

What not to do

Specifically, when we're engaging in any digital communication on behalf of Bunyan, we will NOT:

- use the contact to generate a context for communication beyond the scope of Bunyan's mission or ministry
- reveal, request or collect personal pictures or information that is separate to / beyond the scope of the ministry / mission activity
- share information, pictures or contact details generated in online conversation with any unauthorised person, without consent [In the case of a child or young person this will normally be from a parent or guardian. In the case of a vulnerable adult, it will be with their consent assuming they are considered 'competent' to give this consent. Where working with an adult with learning difficulties etc, some other adult may be the one with the authority to give consent]
- generate or store any information, pictures or contact details of any digital communication participant, 'screen grabs', meetings recording etc without consent [as outlined above]

APPENDIX 2

Children & YP Staff Review Form

A copy is published below OR can be found as a separate document by clicking on the icon below if you are reading this on-line.



Youth_Childrens_team
_review_May21.docx

Bunyan Baptist Church



Youth and Children's Ministry Team Member Review

As a part of our Safeguarding policy, and Bunyan's commitment to you as a volunteer, we want to take a little bit of time every three years, to formally sit down and talk through your role as a volunteer.

Hopefully, there'll be lots of little chats and catch-ups along the way, but this planned meeting helps us to ask any questions about:

- Changes in circumstances
- Changes to contact details or Next of Kin information
- Any training requirements identified
- Any additional support that Bunyan could be, or should be offering you
- Anything else wish to add

We use the form to record this discussion, should there be any items that require revisiting.

Please speak to your team leader, or those with Safeguarding responsibilities [eg the Advocate or the Appointed Persons] if you have any questions about this process.

In which areas do you currently volunteer? (Please delete answers that don't apply):
Children's' work Twinklers Youth Work
Which specific group[s] do you work in?

+++++

Your name

Date of Review:	Date of next Review:

A Few Questions...

To be filled in together

How has your volunteering at Bunyan been going overall?

What is going well? What would you like more of?

Is there anything that's not going so well?
Are there any experiences you wouldn't want to repeat?

Do you feel your gifts and experiences are being well used in your current role?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

 Please mark the appropriate box with an X

Is there anything you'd wish to add to, or take from your role as it currently stands?

Do you have any disability or health problems of which your Leader will need to be aware in order to facilitate your volunteering (please delete)?

Yes No Please mark the appropriate box with an X

If yes, please give details

Is there any feedback from your ministry leader?

Yes No Please mark the appropriate box with an X

If yes, please give details

Are there any areas where additional training or support would be beneficial?

Yes No Please mark the appropriate box with an X

If yes, please give details

Is there anything else you'd like to add, of flag up for discussion at a later date?

Yes No Please mark the appropriate box with an X

If yes, please give details

Next of Kin Information

So that we can best care for our volunteers in the event of an accident / incident, we need up-to-date next of kin / emergency contacts information.

Just in case there been any changes recently please can you resubmit that information in the boxes below?

Next of Kin/Contact 1	
Name:	
Relationship:	
Address:	
Home Telephone:	
Mobile:	

Contact 2	
Name:	
Relationship:	
Address:	
Home Telephone:	
Mobile:	

Your Contact details

Next of Kin/Contact 1	
Full Name:	
Preferred name	
Date of birth	
Address:	
Home Telephone:	
Mobile:	
Email address	

Conduct When Volunteering: A Refresher

This agreement is designed to provide clear guidance on appropriate behaviour and team boundaries when volunteering at Bunyan. We trust that the majority of this will appear as common sense, but the intention is to state behavioural expectations explicitly so that children, young people, adults, other volunteers and all other who have an interest in the work at Bunyan have a clear understanding of the expectations associated with the volunteering role.

As such, this agreement is designed to guide and equip volunteers in their role, so that they can work safely and effectively as part of the Bunyan team.

This agreement is divided into 2 sections. Firstly there is a "Principles" section to guide volunteers. The second section provides a few more practical details, as well as some of the "do's" and "don'ts" of volunteering.

Principles

At Bunyan, we aim to:

- show, in every encounter we have with them, that **everyone** is loved by God, irrespective of age, faith, gender, sexuality, history, race or circumstance.
- treat everyone, children, young people and adults alike, with respect, promoting their right to make their own decisions and choices.
- recognise the need to be accountable to children, young people, their families, the Bunyan membership, and the broader community, of which we are all a part.
- demonstrate that all volunteers and staff are team members. A volunteer is not a "second class" worker. No one is "just a volunteer". All volunteers are vital and integral to the success of the work at Bunyan

Specific requirements:

At Bunyan, we will:

- adhere to the Bunyan Safeguarding Children policy, and respond quickly to any person who is at risk of harm; either at risk of harming themselves, or at risk of harm from another person, in the way laid down in that policy.
- Work within best practice guidelines in all our volunteering
- arrive at the group in sufficient time to prepare, ready for the opening and for a briefing prior to the session activity, as reflected in the role description i.e. do not arrive at opening time. If you think you may be late, please contact the group leader.
- be attentive to the style and design of our clothing, not wearing anything that may make any children, young people or adults feel uncomfortable.
- spend our volunteering time engaging with the group members, not making personal phone calls, sending texts, smoking or engaging in lengthy discussions with other volunteers.

- be sensitive in conversation with group members. When sharing information with group members it is always good to ask yourself “for whose benefit am I saying this?”. It is not appropriate for staff/volunteers to “offload” onto group members, or reveal personal information that may be distressing.
- only administer First-Aid if we are competent to do so or are assisting a competent person. In all cases, any treatment should be performed in public view.
- abide by Bunyan's Code of Behaviour regarding the use of social media (Facebook, Twitter, Instagram, Snapchat, etc) with children or young people known through volunteering roles.
- not swear while volunteering.
- not use or collude with the use of inappropriate language or jokes.
- challenge discrimination, prejudice and stereotyping.
- speak to all children, young people and colleagues with respect, fairness and consistency.
- not be under the influence of any alcohol or illegal drugs whilst volunteering. This requires all volunteers not to consume any alcohol for a minimum of 6 hours prior to undertaking their role.
- attend Safeguarding training, as required.

If you wish to discuss any of these further, please speak to the relevant ministry leader.

Care of Volunteers

To ensure that your volunteering is safe, effective and enjoyable, Bunyan will:

1. pay all volunteers' out-of-pocket expenses, such as refreshments for groups and programme costs. (Speak to your named leader for advice on process)
2. protect all volunteers, in the same way as paid staff, against any risks involved in their work, by providing employer's (extended to volunteers), public liability insurance.
3. in the event of a safeguarding concern being raised against a volunteer, care for the volunteer, as outlined in the Safeguarding policy.
4. ***give volunteers an in-situ induction into the role and any training where relevant for the required tasks.***
5. ***require your named leader to conduct regular reviews of your work, helping you grow in your role. In addition, their details have been given for you to make contact with them should you require.***
6. ***endeavour to ensure that any grievance is dealt with fairly. If you have a grievance that cannot be resolved with your named leader, you should refer your concern to the relevant ministry leader***

Declaration

You will understand the great responsibility involved in working with children and young people, and the need to ensure their safety. We therefore ask you to complete and sign the following declaration.

Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules*; or are you at present the subject of a criminal investigations/pending prosecution? (NB The disclosure of an offence will not automatically be a bar to your appointment)

Yes No Please mark the appropriate box with an X

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction? This should include relevant police non-conviction information not subject to DBS filtering rules*.

Yes No Please mark the appropriate box with an X

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by Social Services (Children's or Adult Social Care)?

Yes No Please mark the appropriate box with an X

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes	<input type="checkbox"/>
-----	--------------------------

No	<input type="checkbox"/>
----	--------------------------

Please mark the appropriate box with an X

If yes, please give details.

See www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

+++++

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name)

of (address)

- consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.
- agree to inform the person within the Bunyan responsible for processing disclosure applications if I am convicted of an offence or if I become the subject of a police and/or a social services investigation after I take up any post within Bunyan. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

Date

Signature

I confirm that I am not barred from working with children/vulnerable adults.

Date

Signature

If you wish to discuss the information you have given, please mention it to the relevant ministry leader or a Designated Person for Safeguarding.

Thank you so much for all you already do at Bunyan! We look forward to continuing to work together in glorifying God through Bunyan Baptist Church.

Please sign below to confirm that the above is an accurate record of the review conversation and that you agree to us holding this information in our records [in line with Bunyan's Data Protection Policy]:

Team Member:

Date

Signature

Ministry Leader:

Date

Signature

APPENDIX 3

Volunteer Application Form

A copy is published below OR can be found as a separate document by clicking on the icon below if you are reading this on-line.



Volunteer Form -
Feb22.docx



refreshing community for everyone
Bunyan Baptist Church

Volunteer application

Start here!

Volunteering at Bunyan is a fantastic opportunity to put your faith into action; meeting people and serving them in Christ's name as part of His Church.

We depend on volunteers to support children's work, youth work and work with adults. So on behalf of them all and of Bunyan leadership team – thank you for taking the time to consider volunteering!

How does the process work?

There are a few steps to complete prior to anyone taking on volunteering at Bunyan. These are in place to ensure you can work safely and be encouraged, and we can make the most of your gifts and qualities.

Step 1. Express interest. If you would like to volunteer with children, youth or adults that's brilliant. Please fill in your details below or email us.

Children (0-10s)	Kirsty Homfray-Cooper (twinklers@bunyan.org.uk)
Youth (11-18s)	Ali Taylor (ali@bunyan.org.uk).
Adults (18+)	Andrew Ginn (andrew@bunyan.org.uk).

Step 2. Come along for a taster session. This gives you a chance to experience what it might actually be like to help out and for us to see how you get along and how we could support you.

Step 3. Either on your own or with an appropriate leader at church, complete the "A Few Questions..." sheet and read through "Conduct When Volunteering."

Step 4. DBS check (Disclosure and Barring Service). This enables you to legally work with children and vulnerable adults. We will also take references.

Step 5. Introduce to group. Assuming steps 1-4 go well we will then introduce you to the group and you can start regularly volunteering.

We promise to go on supporting you. As we work together we want to be approachable, so please come to us with anything any time, and every three years we will review how it's going with you. This will be an intentional opportunity to reflect, feedback and plan ahead so that we all keep growing.

Preferred Volunteering Area (Please circle or highlight):

Children's work Twinklers Youth Work Specific Group:

Your name: *(name, including middle names, as per your passport)*

Date of Birth



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Bunyan Baptist Church

Volunteer application

A Few Questions...

We'd like to know more about you. Please complete this with the leader responsible for the position you are applying for or on your own and return it to them.

Name:	Age group applied for:
Tell us about your Christian experience (e.g. how long you have been a Christian, churches you have attended recently & dates, etc.)	
Have you worked with children/young people before, voluntarily or professionally? Please give details of experience, including any relevant qualifications/training.	
Have you done volunteering before at Bunyan or other churches? Please circle / highlight: Yes No If yes, please give details (approximate dates, responsibilities etc):	

Please give details of any specific areas of voluntary work that interest you beyond the above role description (e.g. other skills that may benefit the group)

Do you have any disability or health problems we should be aware of in order to facilitate your volunteering?

Please circle / highlight: Yes No

If yes, please give details

Are there any regular time slots in which you would be willing/able to volunteer:
Please tick / highlight the boxes

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
EVE							

And how often: Please circle / highlight

Once per week

Twice per month

Once per month



Volunteer application

Conduct When Volunteering

This agreement is designed to provide clear guidance on appropriate behaviour and team boundaries when volunteering at Bunyan. Although we trust the majority of this will be common sense, the intent is to explicitly state expectations so children, young people, adults, volunteers and all others with an interest in the work at Bunyan have a clear understanding of the expectations associated with volunteering roles.

This agreement is divided into two sections. First we see "Principles" to guide volunteers. Second we give more practical details, along with some "dos" and "don'ts".

Principles

At Bunyan, we:

- Show that every child, young person and adult is loved by God in every encounter we have with them, irrespective of faith, gender, history, race or circumstance.
- Treat all children and young people and adults with respect, promoting their right to make their own decisions and choices.
- Recognise the need to be accountable to children, young people, their families, the Bunyan membership, and the broader community, of which we are all a part.
- Demonstrate that all volunteers and staff are team members. A volunteer is never a "second class" worker. No one is "just a volunteer."

Specific requirements:

At Bunyan, we will:

- Adhere to the Bunyan Safeguarding Children policy, and work within best practice guidelines in all our volunteering.
- Respond quickly to any person at risk of harm; either to themselves or others, according to the Bunyan Safeguarding Children policy.
- Arrive at the group in sufficient time to prepare, ready for the opening and for a briefing prior to the session activity, as reflected in the role description i.e. do not arrive at opening time. If you think you may be late, please contact the group leader.
- Be attentive to the style and design of our clothing; not wearing anything that may make any children, young people or adults feel uncomfortable.
- Spend our volunteering time engaging with the group members, not making personal phone calls, sending texts, smoking or engaging in lengthy discussions with other volunteers.
- Be sensitive in conversation with group members. When sharing information with group members it is always good to ask ourselves "for whose benefit am I saying this?" It is not appropriate for staff/volunteers to "offload" onto group members, or reveal personal information that may be distressing.
- Only assist in First-Aid if we have up-to-date appropriate training. In all cases, any treatment should be performed in public view.
- Not engage in any inappropriate use social media (Facebook, Twitter, Instagram, Snapchat, etc.) with children or young people known through volunteering roles.

- Not swear while volunteering.
- Not use or collude with the use of inappropriate language or jokes.
- Challenge discrimination, prejudice and stereotyping.
- Speak to all children, young people and colleagues with respect, fairness and consistency.
- Not be under the influence of any alcohol or illegal substances whilst volunteering. This requires all volunteers not to consume any alcohol for a minimum of 6 hours prior to undertaking their role.
- Attend Safeguarding training, as required.

If you wish to discuss any of these further, please speak to the relevant ministry leader.

Care of Volunteers

To ensure your volunteering is safe, effective and enjoyable, Bunyan will:

7. Pay all volunteers' out-of-pocket expenses, such as refreshments for groups and programme costs. (Speak to your named leader for advice on process)
8. Protect all volunteers, in the same way as paid staff, against any risks involved in their work, by providing employer's (extended to volunteers), public liability insurance.
9. In the event of a safeguarding concern being raised against a volunteer, care for the volunteer, as outlined in the Safeguarding policy.
- 10. Give volunteers an in-situ induction into the role and any training where relevant for the required tasks.**
- 11. Your named leader will conduct regular reviews of your work, helping you grow in your role. In addition, their details have been given for you to make contact with them should you require.**
- 12. If you have a grievance that cannot be resolved with your named leader, you should refer your concern to the relevant ministry leader (Named below)**



Refreshing community for everyone

Bunyan Baptist Church

Volunteer application

DBS Check

Every volunteer at Bunyan Baptist Church must have a DBS check. This alerts us to any criminal record or convictions and ensures we can recruit safely, preventing unsuitable people from working with children or vulnerable adults.

Name:	
Address:	
Email:	
Telephone:	Mobile:

References

Please give the name and address of two referees (one from a previous volunteering role if possible) who have known you at least two years and can comment on your suitability for the position. If you were known by a different name, please state this.

Referee 1 <i>From previous volunteering role</i>	Referee 2
Name:	Name:
Relationship:	Relationship:
Company/address:	Company/address:
Email:	Email:
Telephone:	Telephone:
How long has this person known you?	How long has this person known you?

Next of Kin Information

In case of emergencies during volunteering please provide next of kin information.

Contact 1	Contact 2
Name:	Name:
Relationship:	Relationship:
Address:	Address:
Telephone:	Telephone:
Mobile:	Mobile:

Declaration

You will understand the great responsibility involved in working with children and young people, and the need to ensure their safety. We therefore ask you to complete and sign the following declaration.

<p>Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules¹; or are you at present the subject of a criminal investigations/pending prosecution? (N.B. The disclosure of an offence may be no bar to your appointment)</p> <p>Yes No (please circle / highlight)</p> <p>If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.</p>
<p>Have you ever been the subject of a police investigation that didn't lead to a criminal conviction? This should include relevant police non-conviction information not subject to DBS filtering rules.</p> <p>Yes No (please circle / highlight)</p> <p>If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.</p>

¹ <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates> and <https://www.gov.uk/government/publications/dbs-filtering-guidance>

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by Social Services (Children's or Adult Social Care)?

Yes No (please circle / highlight)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please circle / highlight)

If yes, please give details.

To help us ensure we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____

of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within Bunyan responsible for processing disclosure applications if I am convicted of an offence or if I become the subject of a police and/or a social services investigation after I take up any post within Bunyan. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

Signed: _____ Date: _____

I confirm that I am not barred from working with children/vulnerable adults.

Signed: _____ Date: _____

If you wish to discuss the information you have given, please mention it to the relevant ministry leader or a Designated Person for Safeguarding.

I agree to volunteer within the boundaries of the role description, Code of Conduct and Bunyan Safeguarding Policy.

Volunteer: *(Signed)* _____ Date / / _____

Team Leader: *(Signed)* _____ Date / / _____

Ministry leader : *(Signed)* _____ Date / / _____

To help the Bunyan team manage the volunteering process, we will use the below tick sheet to make sure we complete the necessary process:

Process	Signed volunteer pack	DBS Sent	DBS returned	References Sent	References returned	Induction to Group	3 month "health check"
Reference Number							
Date							
Signed							