



# **Safeguarding Policy for Children and Protected Adults**

Revised September 2018

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## Section 1

### Contact Details

Tillicoultry Baptist Church (TBC)

163 High Street, Tillicoultry, Clackmannanshire, FK13 6DU

Tel No: 01259 750988

Email address: [info@tillicoultrybaptist.org](mailto:info@tillicoultrybaptist.org)

TBC is a Baptist Church affiliated to the Baptist Union of Scotland. It is registered with the **Office of Scottish Charities Regulator**: SCO21255

**Insurance Company** Our cover is with Baptist Insurance ([www.baptist-insurance.co.uk](http://www.baptist-insurance.co.uk)) Policy number 31/BPG/9132274. Our Public Liability cover is £5 Million; Employer's Liability cover is £10 Million.

### Our activities

We -

- meet together on Sunday morning for worship and teaching
- have a variety of small groups meeting during the week throughout the area
- hold a weekly cafe
- run a club for young people
- have a range of other outreach activities throughout the year

### Our commitment to safeguarding:

As a church we recognise the need to provide a safe and caring environment for all children, young people and adults. We acknowledge that children and adults can be the victim of neglect, or physical, sexual and emotional abuse, and we want to create a place where everyone can feel that they are accepted and belong. We recognise that individuals have the right to be protected from discrimination of any kind, and should be protected from all forms of abuse.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or

exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

Accordingly, the Pastor, Elders, and members have adopted safeguarding policies in line with the guidance from the Baptist Union of Scotland (BUS) and Churches Child Protection Advisory Service (CCPAS). These comply with Adult Support and Protection (Scotland) Act 2007, and Protecting Vulnerable Groups (PVG) (Scot) Act, 2007, covering the following main areas:

- Appointing children, youth workers, and pastoral care visitors.
- Supervision of activities and practice.
- Responding to allegations of abuse or neglect, including those made against leaders or members of the church.

We undertake to:

- endorse and follow all national and local safeguarding legislation and procedures.
- provide on-going safeguarding training for all our workers.
- review this policy annually at the September church meeting, to ensure that it continues to meet the requirements.
- ensure that our premises meet the requirements of of the Equality Act 2010 and all other relevant legislation, and that they are welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.

Each of those volunteering with our children’s or pastoral care teams will be given a copy of the church’s Safeguarding Policy and must undertake to observe the guidance within it.

As part of our commitment to safeguarding people the church has appointed a Safeguarding Team who are the central contact point for any safeguarding concerns raised within the church. If you have any concerns for a child or adult with care and support needs then speak to one of the following: Sue Swift, Peter Foster and Gillian Clark.

Sue Swift is currently Safeguarding Coordinator, and is responsible for developing and reviewing the church’s Safeguarding Policy & guidelines.

**We will review this statement and our policy and procedures annually.**

## **Section 2**

### **Recognising and responding appropriately to an allegation or suspicion of abuse**

#### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult. A child is deemed to be a young person under the age of 18.

#### **Definitions of abuse**

- Physical: including hitting, slapping, pushing, shaking, locking them in a room, tying them to a chair, restricting their freedom.
- Psychological: threats of harm, being left alone, humiliation, intimidation, causing distress, verbal abuse, bullying, blaming, constant criticism, controlling, depriving contact with others.
- Neglect: failure to provide medical or physical care, access to a doctor or other services, or denying someone medication, food or heating, privacy or dignity.
- Financial: stealing, fraud, pressure to hand over or sign over property or money, misuse of property or welfare benefits, or stopping someone getting their money or possessions.
- Sexual: any sexual activity that a person doesn't understand or want, photographing, sexual harassment, voyeurism.
- Information: withholding information or advice about rights or entitlements.
- Discrimination: because of age, colour, disability, gender, race, religion, cultural background or sexual orientation.

#### **Signs and symptoms of abuse**

- Unexplained or unusual injuries.
- A delay in seeking treatment for injuries or illness.
- Sudden increase in confusion.
- Unexplained deterioration of health or appearance.
- Misuse of medication, e.g. not giving medicines properly.
- Unexplained changes of behaviour, e.g. becoming anxious and withdrawn, fear of another person.
- Pressure by family or professionals(s) to have someone moved into or taken out of care.
- Hostile or unkind behaviour by a person.
- Unexplained debt, not paying bills for services.
- Not having their basic needs met, such as adequate food or heating.

- Not being provided with adequate information about their rights or entitlements, or being misinformed.
- Prejudicial actions or remarks about age, gender, disability, race, colour, sexual or religious **orientation**. **Change to sexual orientation or religion (maybe religious belief)**.
- Another person using possessions, bank account or property without the person's informed consent.
- Not receiving appropriate care, which would protect them from harm.

### **Responding to a concern**

If there is a concern that a child, young person or protected adult may have been abused, or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible a drawing of its location and shape on the body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- These notes should be passed on to the Safeguarding Coordinator to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police. If the Safeguarding Coordinator is not available, or the allegation is in relation to her, then one of the other members of the Safeguarding Team should be contacted. (Peter Foster or Gillian Clark).
- Suspicions must not be discussed with anyone other than those named above.

The CCPAS helpline is available 24 hours each day for the Safeguarding Coordinator or any other person to discuss concerns and receive advice - 0845 120 4550 / 01322 517817, although out of office hours (9-5 Mon – Fri) it is for **urgent** advice only.

### **Unfounded Allegations**

Sometimes these are referred to as 'false allegations'. It needs to be remembered that in relative terms very few allegations are fabricated (less than 10% in many research studies). It is not our job to decide what is true or untrue but to report what is alleged.

**The Safeguarding Coordinator's role:**

The role of the Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. The Safeguarding Coordinator will not investigate the allegations. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator should not delay referral to Social Services, the Police or taking advice from CCPAS.

In addition, where the grounds for a referral\* under the Protection of Children (Scotland) Act 2003 legislation have been met, the church has a responsibility to make a referral to Scottish Government Ministers, via Disclosure Scotland, to allow Ministers to consider if the referral requires for the worker concerned to become Fully Listed on the Disqualified from Working with Children or Protected Adults List.

(\*Where a worker has harmed a child/protected adult or placed a child/protected adult at risk of harm and has been removed from their position.)

**Contact Details for concerns about children:**

**Duty Social Worker** - Tel: 01259 225000 (Monday - Friday 9.00 am - 5.00 pm) When you phone, you can make an appointment to see a Duty Social Worker.

**Emergency Duty Team** - Tel: 01786 470500 (Out of Hours)

**Child Care Services: Kilncraigs, Greenside Street, Alloa, FK10 1EB**  
**Tel: 01259 452419 / 450000**  
**Email: [childcare@clacks.gov.uk](mailto:childcare@clacks.gov.uk)**

**Contact Details for concerns about adults:**

**Duty Social Worker** - Tel: 01259 452498 (Monday-Friday 9.00 am-5.00 pm)

**Emergency Duty Team** - Tel: 0845 277 7000 (Out of Hours)

**Adult Care Services: Kilncraigs, Greenside Street, Alloa, FK10 1EB**  
**Email: [adultcare@clacks.gov.uk](mailto:adultcare@clacks.gov.uk)**

## **Section 3**

### **Prevention**

#### **Safeguarding awareness and Safer recruitment**

The Leadership will ensure all volunteers will be appointed, trained, supported and supervised in accordance with guidance on safe recruitment. (See Application forms at the end of this policy) This includes ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form.
- Safeguarding has been discussed during the application process.
- A written reference has been obtained, and followed up where appropriate.
- A disclosure check has been completed where necessary (see Appendix 1 regarding storage of data).
- The applicant has been given a copy of the Safeguarding Policy and knows how to report concerns.

## **Section 4:**

### **Supporting those affected by abuse**

As a church we are committed to offering pastoral care to all those in our congregation who need it, including those who have been affected by abuse. We will work with statutory agencies as appropriate, and signpost to specialist support where required.

### **Working with ex-offenders**

Tillicoultry Baptist Church undertakes to treat all applicants for positions within the organisation fairly and not to discriminate against the subject of a disclosure on the basis of conviction or other information revealed.

We will only request a Protecting Vulnerable Groups (PVG) disclosure where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job description and any other information provided about the position.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview, which is directly relevant to the position sought, could lead to withdrawal of an offer of the position.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:-

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our members involved in the recruitment process are aware of this policy.

We undertake to make a copy of this policy available to any applicant for a position with Tillicoultry Baptist Church that requires a disclosure or a PVG registration scheme/update.

## **Section 5 Good Practice Guidelines**

### **Code of Conduct for all volunteers**

#### **You Should**

- Play your part in helping to develop an ethos where all people matter and are treated equally, and with respect and dignity.
- Always put the care, welfare and safety needs of a child/adult with support needs first.
- Respect their right to be involved in making choices and decisions which directly affect them, and listen to their ideas and views.
- Respect an individual's culture (for example their faith and religious beliefs).
- Respect their right to privacy and personal space.
- Respond sensitively to those who seem anxious about participating in certain activities.
- Speak to a leader immediately if you suspect that an individual is experiencing bullying or harassment.
- Be aware of the vulnerability of some groups to being isolated and hurt (for example, those with disabilities and learning difficulties; those from Gypsy & Traveller communities; or from Black and Minority Ethnic backgrounds).
- Listen carefully to anyone who 'tells you' (sometimes through drawings and behaviour, as well as words) that they are being harmed and

report what you have seen immediately to the Safeguarding Coordinator.

- Report immediately any suspicion that an individual could be at risk of harm or abuse.
- Never dismiss what they tell you as 'lies' or exaggeration.
- Only restrain an individual who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property.
- Never underestimate the contribution that you can make to the development of safe communities for children and adults requiring additional support.

#### **You Should Not**

- Exaggerate or trivialise another worker's concerns about an individual or ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'.
- Discuss personal issues about an individual or their family with other people, except with the Safeguarding Coordinator when you are concerned about their well being.
- Be drawn into any derogatory remarks or gestures in front of them.
- Allow a child, young person or adult to be bullied or harmed by anyone in the organisation.
- Allow children or adults to swear or use sexualized language unchallenged.

#### **You Must Never**

- Engage in sexually provocative games.
- Touch an individual in a sexually provocative manner.
- Make sexually suggestive comments to an individual, even in fun.
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint.
- Form inappropriate emotional or physical relationships with children, or adults with additional support needs; or ask those otherwise unknown to you to stay with you at your home.
- Harass or intimidate an individual because of age, race, gender, sexual orientation, religious belief, socio economic class or disability.

## Guide to good practice when working with children

This is a guide to some of the key issues around protecting children and young people in the church, it is not comprehensive and it is to be used in conjunction with and as part of the church's Safeguarding Policy.

For the purpose of this document "church" is Tillicoultry Baptist Church and "leader" is a JAM teacher/helper, crèche carer, or Youth leader/helper; or anyone in a position of responsibility for children and young people within the church's buildings or activities.

### Good Practice: Ratios

As far as possible, a worker should not be alone with a child or children where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.

Don't invite a child or young person to your home alone. It is acceptable to invite a group if you ensure that another adult is in the house. Establish that each parent/carer knows where their child is and at what time they should return home.

In a counselling situation with a young person, where privacy and confidentiality are important, ensure that another adult knows the interview is taking place and with whom. Whenever possible, another adult should be in the building and the young person should know that they are there. It is good practise to set an agreed time limit prior to the counselling session and to stick to it! It is your responsibility as the adult involved to set this ground rule and to end the session at the designated time. Make another appointed time to continue if necessary.

Children and young people must not be given access to church premises unless responsible adults are present.

At no time should one adult be alone on church premises with a child or group of children and young people.

Make sure you have a suitable ratio of staff to children and young people. For example, how will you manage if someone has an accident and needs immediate medical attention? Alongside this, consider the gender balance of your workers in relation to the children and young people with whom you are working.

Indoor activities:	Age	Ratio
	0 – 2	1:3
	2 – 3	1:4
	3 – 8	1:8

	8+	2:20 (male and female) plus one extra adult for every 10 children
Outdoor activities	Age	Ratio
	0 – 2	1:3
	2 – 3	1:4
	3 – 8	1:6
	8+	2:15 (male and female) plus one extra adult for every 8 children
	13 and over	2:20 (male and female) plus one extra adult for every 10 young people

**Good Practice: The way we work**

- Treat all children and young people with respect and dignity. Use age appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child or young person.
- Listen well. Be careful not to assume you know what a child or young person is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.
- Do not engage in any of the following:
  - invading the privacy of the children or young people when they are using the toilet
  - rough games involving physical contact between a leader and child or young person
  - sexually provocative games or language
  - making sexually suggestive comments about or to a child or young person, even in ‘fun’
  - scapegoating, belittling, ridiculing or rejecting a child or young person
- When it is necessary to control and discipline children or young people, this should be done without using physical punishment. (A situation may, however, arise where a child or young person needs to be restrained in order to protect them or a third person.)

- Make sure another adult is present, if for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.
- Do not respond to excessive attention seeking that is overtly sexual or physical in nature.

**Good Practice: Can I touch a child?**

It is hard to conceive how you can be a nurturing, caring worker with children and young people without some physical contact happening at least occasionally. For example, if a child is distressed it is natural to want to put an arm round their shoulder. It could even be thought of as abusive not to respond by touching a child in such circumstances. However, you must be conscious that what to you is an innocent touch may have another, more sinister meaning for children who have experienced abuse. If you find that the child is cringing or responding in a negative way to being touched, then stop immediately and find a non-tactile way to convey your concern.

Be aware of your own and co-workers' behaviour in terms of touching. Always be prepared to answer the question, "For whose benefit is this taking place?" It is advisable to avoid touching a child when there is no one else present in the room. If you see another worker acting in ways that may be misconstrued, speak to them or the leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss attitudes or behaviour that may be deemed or perceived as inappropriate.

A thoughtful and sensitive approach to the whole question of 'touch' has wider implications on the life of the church. Obvious applications of this principle are, for example, on greeting those arriving at church for the various meetings, and on the occasions of 'sharing the peace' within services. As hugs and kisses have become the norm within some church communities, we need to be aware that not everyone welcomes that kind of contact, including some children.

**Good Practice: Abuse of Trust**

Relationships between children or young people and their leaders take many forms but all of them can be described as 'relationships of trust'. The leader is someone in whom the child or young person has placed a degree of trust. The trust may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend. In every case, however, that relationship is not one of equal partners and there is potential for the trust to be abused by the leader, who is in a position of power over the child or young person.

It is now acknowledged that the imbalance of power that means that it is wrong for a teacher to develop a romantic relationship with a sixth former or for a doctor to enter into a romantic relationship with a patient, can exist in other non-professional contexts. All voluntary organisations are now expected to have such a policy which sets out the boundaries of such relationships,

- It is always wrong for a leader to enter into a sexual relationship with a young person. Whilst young people aged 16 or 17 can legally consent to some types of sexual activity, they may still be emotionally immature. Their vulnerability could be exploited either deliberately or unwittingly. In these circumstances it does not make any difference whether or not the relationship is consensual. The imbalance of power makes it abuse.
- It is not acceptable for a leader to form a romantic relationship with a child or young person with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners – the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional.
- The inappropriate nature of romantic relationships is obvious where the leader is an adult, but less so when the leader is also a young person. However if such a relationship did occur, there would still be a confusion of the roles of leader and romantic partner. Normally in these circumstances the leader should cease either the relationship of trust or the romantic relationship with the young person.

**Good Practice: Transporting children and young people**

- Avoid giving lifts to children or young people on their own. If they are alone, ask them to sit in the rear of the car. Ask parents/carers to sign a consent form in respect of travel arrangements.
- All private transport must have correct insurance cover for passengers.
- Always insist that seat belts are worn when travelling.
- If you use a mini-bus and people are making a contribution to its use, you are required to get a Section 19 permit from the Department for the Environment, Transport and the Regions (DETR).
- When using coaches, ensure that the company has full insurance cover. Check on the limit of passenger numbers and do not exceed this number. Children should remain seated and wear seat belts provided.
- On every trip, an adult should be given a written list of those children or young people for whom they have responsibility, even if the whole group remain together.

- If travelling in several small groups, it is good practice to insist that the same group of children travel on both the outgoing and return journeys with the same adult. This minimises the possibility of children going astray because of false assumptions that someone else has taken them.

**Good Practice: Keeping parents/carers informed**

- All children and young people should be registered and parents/carers asked for details of full name, date of birth, address and contact telephone number(s). Consent forms for emergency medical treatment and for travel arrangements should be completed if children are being cared for in the absence of their primary carer, whether on or off church premises. This information should be readily available to workers. Be aware that in some families, there are legal constraints on contact with children and absent parents.
- Parents/carers should be advised of the Safeguarding Policy and given a written statement about who is caring for their child with workers' or leaders' name(s) and telephone number(s). They should be advised of what action will be taken if a child protection issue arises.
- There should be a clear understanding of what sort of activities the child or young person will be doing and the time limits of these.
- Arrangements for returning children to their parents should be clarified. Where children are collected from activities, (which will normally be the case with children up to 11 years of age) nominated persons should be identified by the parent/carer as acceptable to carry out this task.

**Good Practice: Looking after children overnight**

- This is an area potentially fraught with difficulties! It is impossible to lay down hard and fast rulings that will cover every situation. However sensible precautions will minimise the risks for both workers and children and young people.
- Males and females should sleep separately. If the group of children has both boys and girls, then it is important to have a mix of male and female workers.
- There are arguments both for and against children sleeping separately from adults. If required, at least two adults should sleep in with a group of children, to reduce the risk of/ or accusations of abuse. It may be appropriate to consider appointing an adult who undertakes a waking night patrol at random. If for example you are on a campsite with a public right of way, greater vigilance may be demanded.

- There will be differences in the most appropriate way to deal with the overnight care of children and young people in light of the venue, the children's ages and other prevailing conditions. What is important is that the situation is discussed by the workers and an agreement reached together as to how they will proceed. Children are best protected in an environment where the adults concerned are aware of the issues of child abuse and there is an acceptance of the need to be watchful.
- Particularly when taking away a mixed age group it is important to remember that some children are abused by other (often older) children or young people.
- All parents/carers should be given written details of an identified contact worker, with an address and telephone number of the overnight location. Parents/carers must be advised in writing of how their children will be cared for in their absence. It will often be helpful to arrange a meeting with parents/carers before the event where questions can be raised.
- Parents/carers must complete suitable consent forms in respect of their child's medical care; travel and collection arrangements; sleeping conditions; food; other specific activities etc.
- All medical information, plus emergency contact names and numbers, must be taken with the group to the location of the overnight care.
- A reliable mobile phone is a useful tool in working away from the usual church base. Ascertain the telephone numbers for emergency situations before any possible crisis occurs.

The following checklist will help identify a number of important issues that should be considered for the safety and well-being of the children and young people:

- It is helpful to make sure that there is at least one person in charge of specific aspects of the programme e.g. Cook, First Aider, Putting to Bed, Activities etc.
- The person with overall responsibility should ensure that the person designated as the First Aider should have a valid certificate and the person in charge of catering should hold at least a Basic Food Hygiene Certificate.
- Check the insurance cover for any building in which you will be sleeping. There may be a limit in numbers it accommodates and exceeding this may invalidate the insurance.
- Check the building and know where the water, electricity and gas can be turned off. Know the fire drill for the building and make sure you have a fire drill as soon as possible after entering the premises. Know where the fire extinguishers are.

- Church halls and rooms used for sleeping larger numbers of people MUST have TWO means of exit.
- Know where the nearest hospital and doctor are and inform the local doctor if you are sleeping there. It is also a good idea to notify the local police and fire brigade. This applies if you are sleeping in any building, even if for only one night and even if it's your own church.
- Ensure that all parents/carers have returned a health form stating any special dietary requirements and current medication as well as the name and telephone number of the child's doctor.
- Residential activities must have safety rules – boundaries. E.g. letting adults know where you are, not entering the kitchen without asking the cook etc.
- Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit' list for residential activities.
- Where outdoor activities are concerned, either leaders should have the appropriate qualification or if the activity is being provided by an outside organisation, then the leader should check that this organisation is registered with the Adventure Activities Licensing Authority and have appropriate insurance. Current guidelines suggest that for any camping or hill walking activity, the basic qualification which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example scouting or guiding qualification.

### **Good Practice: Health and Safety**

A desire to safeguard children and young people from harm will mean that we need to be safety conscious. The buildings in which our activities take place are not often the safest places for children. Many of our churches are older buildings that were constructed before today's greater awareness of health and safety matters. As an exercise, try going around your church building using 'the eyes of a child' from their height and see what you notice!

<b>Furniture</b>	Is it in a safe condition, child sized etc?
<b>Equipment</b>	Are potential hazardous tools, cleaning fluids etc stored in a safe, locked place?
<b>Electrical</b>	Have checks been undertaken on electrical equipment and socket covers used when they are not in use?
<b>First Aid</b>	Is there a First Aid box – kept full – with people on site who are trained? Is there an accident book for record purposes?
<b>Fire Equipment</b>	Is there suitable fire fighting equipment over the whole of the premises? Are fire drills carried out regularly?

<b>Lighting</b>	Is the building well lit internally and externally, especially around entrance points?
<b>Travel</b>	Are vehicles equipped with seat belts and properly insured? Is written permission obtained from parents/carers to take children out?
<b>Accident &amp; Emergency</b>	Do you have details of contact addresses and telephone numbers for parents/carers of all the children on site? Have they consented to you getting emergency treatment for their children if necessary?
<b>Insurance</b>	Is the church insurance adequate to do work with children and young people on and off site?
<b>Security</b>	How easy would it be for a child or young person to leave the building during an activity without being noticed? How easy would it be for a stranger to get into the building during a children's or young person's activity without being noticed?
<b>Redevelopment</b>	When redevelopment plans are being drawn up, are the children's and youth leaders consulted about issues that affect the use of the building, not least the security and safety of the children and young people? Are the children and young people consulted about improvements they would like to see in the church buildings?

**Good Practice:                      Summary**

- As far as possible, a worker should not be alone with a child or children where their activity cannot be seen.
- Don't invite a child or young person to your home alone.
- In a counselling situation with a young person, where privacy and confidentiality are important, ensure that another adult knows the interview is taking place, where and with whom.
- Children and young people must not be given access to church premises unless responsible adults are present.
- At no time should one adult be alone on church premises with a child or group of children and young people.
- Make sure you have a suitable ratio of staff to children and young people.
- Treat all children and young people with respect and dignity.
- Use age appropriate language and tone of voice.

- Discipline should be firm but fair.
- Be aware of your own body language and the effect you are having on the individual child or young person.
- Listen well. Be careful not to assume you know what a child or young person is thinking or feeling.
- When it is necessary to control and discipline children or young people, this should be done without using physical punishment.
- Be aware when touching a child or young person of his or her reaction; stop immediately if their reaction is in any way negative and find a non-tactile way to convey your concern.
- It is advisable to avoid touching a child when there is no one else present in the room.
- Be aware of your own and co-workers' behaviour in terms of touching.
- Relationships with children and young people are relationships of trust and as such are not of equal partners and there is potential for the trust to be abused by the leader, who is in a position of power over the child or young person.
- It is always wrong for a leader to enter into a sexual relationship with a young person.
- It is not acceptable for a leader to form a romantic relationship with a child or young person with whom they have a relationship of trust.

**When visiting others in their own home, be aware of your own safety.**

## The Application Process

*This outlines the recruitment process for those wishing to work with children and young people, or as part of the Pastoral Care Team at Tillicoultry Baptist Church. Please read it carefully before progressing with your application.*

First, please pray about becoming involved in this area at TBC. If, after this, you feel that you would like to be considered, then you should discuss it with the Ministry Leader for the area you want to work with. They will ask you to fill out the appropriate application form, and discuss the PVG disclosure requirements.

You may like to shadow someone to see what is done, how it's done and, if working with children, which age group you feel most comfortable with. Please also look at the Safeguarding Policy on the church website, or get a hard copy from the Safeguarding Coordinator.

**For children's' work:** placing of leaders and helpers will be carried out after discussion between the current leaders and helpers, the Ministry Leader and the applicant.

Once your application form is submitted, you can expect to have a response from the Ministry Leader within 3 weeks: this gives time to take up your reference and consider your application. PVG Disclosure will take 6-8 weeks, and until this process is completed you are not able to work within the team.

### To apply:

- Read the job description and if you require any further information regarding the role speak to current members of the team, particularly the leaders.
- Fill out the application form & give it to the group coordinator.
- Arrange to meet with Sue Swift or Gillian Clark to complete the Disclosure form. An identity check must be done before the form can be submitted, and documentation will be needed to enable this to be done.
- Your referee will be contacted.
- On receipt of the Disclosure Certificate & a suitable reference a decision is made by the Ministry Leader on whether to appoint the volunteer or not.
- The Application Form and Reference will be passed to Sue Swift for storage along with the Disclosure Certificate. After 90 days the Disclosure Certificate will be destroyed by shredding but all other information will be stored as long as you continue in the role.



## Application Form - Children & Youth Work Helper/Leader

We ask all prospective volunteers aged 16 and over working with children and young people (0 - 18) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church.

### 1 Personal Details

Full name .....

Other names by which known in past.....

Address .....

..... Postcode .....

Telephone No Home..... Mobile .....

How long have you lived at the above address? ..... Years

### 2 Experience and skills

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities you have been involved in):

.....  
.....  
.....  
.....  
.....

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....  
.....  
.....  
.....  
.....



Do you suffer, or have you suffered any illness which may directly affect your work with children or young people?

Yes No (Please circle)

If yes, please give details:

.....  
.....

**3 Reference**

Please give the name, address and telephone number, and role or relationship of someone who knows you well and who would be able to give a personal reference and comment on your character and any experience with children.

Name .....

Address .....

Email Address .....

Postcode .....

Connection with you .....

**4 Disclosure:**

Because of the nature of the duties you will be undertaking, a Protecting Vulnerable Groups (PVG) Disclosure is required from Disclosure Scotland.\* If you are aware that convictions will be itemised, please discuss this with us prior to completing the Disclosure Form.

\*Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act.

**5 Declaration**

I confirm that the submitted information is correct and complete.

Signed ..... Date .....



*Private and Confidential*

## Reference Form - Children's and Youth Work

.....has applied to work with children/young people in Tillicoultry Baptist Church. His/her responsibilities will include caring for, teaching and mentoring of children and young people.

Name of referee .....

What is your connection with the volunteer? .....

How long have you known the volunteer? .....

To your knowledge, is there anything about the volunteer's past behaviour, character, or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

.....

What personal experience do you have of the volunteer's ability to work with/relate to children and/or young people?

.....

.....

What are the gifts and experience the volunteer will bring to the role?

.....

.....

Please comment on the volunteer's honesty and reliability.

.....

.....

Are there any other comments you would like to make about the volunteer?  
(Please continue on a separate page if required)

.....

.....

Signed ..... Date .....

## Job Description - Crèche Leader

This 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 fulfill this role and to give you important information about the appointment process.

Tillicoultry Baptist 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.

### ***Recruitment process***

If you feel you have skills and enthusiasm to work with children in this way, please discuss this with the Children's Ministry Leader. Any potential volunteer will have a short interview and may be asked to provide a reference. Completion of a PVG disclosure is also part of the application process.

### ***Description of position***

<b>Organisation</b>	Crèche
<b>Job title</b>	Crèche Leader

Overseeing the provision of the crèche provided for parents attending the morning service at TBC; responsible to the Children's Ministry Leader.

### ***Role Profile: Crèche Leader***

- Drawing up a rota of volunteers to staff the crèche from those within the church who have a PVG disclosure for working with children at TBC.
- Identifying new volunteers and assisting them to complete the application process.
- Ensuring that volunteers are familiar with the Safeguarding Policy for TBC.
- Coordinating with the Ministry Leader to prepare children for moving on to JAM

### ***Person Specification: Crèche Leader***

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing within TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Like children!

- Enjoy getting to know them, and helping them to learn, being sensitive to their needs, and those of their parents/guardians.
- Able to take responsibility for managing the rota of helpers.

***Time Commitment:***

The Crèche Leader would participate in the regular rota which operates during the morning service from approximately 11.15 am to 12.15. The rota usually requires a commitment of one Sunday a month, this may be more frequent depending on the number of volunteers available. There is additional admin time required for managing the rota of helpers.

## Job Description - Crèche Helper

This 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 fulfill this role and to give you important information about the appointment process.

Tillicoultry Baptist 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.

### ***Recruitment process***

If you feel you have skills and enthusiasm to work with children in this way, please discuss this with the Crèche Leader. Any potential volunteer will have a short interview and may be asked to provide a reference. Completion of a PVG disclosure is also part of the application process.

### ***Description of position***

**Organisation**            Crèche  
**Job title**                 Crèche Helper

Supervising and leading play for the crèche aged children of the church (0-3 years) working within the following ratios:

Age 0 - 2	1:3
2 - 3	1:4

You would be responsible to the Crèche Leader, who in turn is responsible to the Children's Ministry Leader.

### ***Role Profile: Crèche Helper***

- Toys, puzzles and colouring in materials are all available. You would be expected to take out appropriate activities for the children present and help with tidying up afterwards. Occasionally you may be asked to help with cleaning and sorting out toys.
- You may need to assist children with snacks and toileting/nappy changing.
- You would ensure that care is provided in line with our child protection policy and good practice, and be aware of safety issues: plug sockets, broken or inappropriate toys, etc.

- Helpers take account of any specific care instructions for the babies or young children left in their care e.g. allergies.
- There is scope for craft and music activities in crèche, and for providing new ideas to the crèche team.
- Rotas are put together quarterly; flexibility exists within the rota so you can arrange to swap any week which doesn't suit.

***Person Specification: Crèche Helper***

- Volunteers do not need to be members of Tillicoultry Baptist Church but should be of good standing within TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Like children!
- Enjoy getting to know them, and helping them to learn, being sensitive to their needs, and those of their parents/guardians.

***Time Commitment:***

The crèche operates during the morning service from approximately 11.15 am to 12.15. The rota usually requires a commitment of one Sunday a month, this may be more frequent depending on the number of volunteers available. Currently 2 helpers are put on the rota each week, this will vary from time to time depending on the number of children in the crèche.

## **Job Description: Jam Helper**

This 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 fulfill this role and to give you important information about the appointment process.

Tillicoultry Baptist 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.

We have several groups running each Sunday morning during the service to meet the needs of children from age 3 up. These groups have a variety of names and are known generally as JAM.

### ***Recruitment process***

If you feel you have skills and enthusiasm to work with children in this way, please discuss this with the Children's Ministry Leader. Any potential volunteer will have a short interview and may be asked to provide a reference. Completion of PVG application is also a part of the process. Opportunities to spend some time in the groups to consider how you might be involved can be arranged if requested. A trial period may be useful.

### ***Lines of communication***

Regular meetings allow for the team of leaders and helpers to check on progress, pray for the work, plan, deal with any pastoral issues that can be discussed in a group setting. All communication and interaction should be carried out under the guidance and using the principles found in the TBC Child Protection Policy.

If any leader or helper has an issue of concern about JAM that they need to or wish to discuss in confidence, then the Children's Ministry Leader should be the first port of call, and the elders can be involved subsequently.

### ***Description of position***

**Organisation:** Tillicoultry Baptist Church  
**Role:** JAM Helper

Providing a supporting role as required to the JAM leader running a Sunday morning session.

You would be responsible to the Children's Ministry Leader, who in turn is responsible to the leadership team in TBC. On a week to week basis, you would be responsible to the JAM Leader who is running the session.

***Role Profile: JAM Helper***

- You would be responsible for providing support and help to a group leader delivering a session for a group of children working within the agreed ratios.
- You can expect to be on duty a couple of weeks in the month. Rotas are put together each term, and commitment from all the volunteers helps us to be a supportive team, with flexibility to support one another.
- Our hope is that annual training for the team will be held internally, and external training events run by other organisations can be attended too.
- Sunday morning sessions are planned so that each leader has at least one helper.
- STARS is a pre-school age group, and the children may require help with toileting.
- You would ensure that work is done in line with our child protection policy and good practice.

***Person Specification: JAM Helper***

- Volunteers do not need to be members of Tillicoultry Baptist Church, but helpers should be of good standing within TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Like children! Enjoy getting to know them, help them to learn, share the good news of Jesus with them, be sensitive to their needs, and be prayerful for them and with them as required.
- Can work within a team setting, alongside other leaders and helpers.
- Will accept direction from JAM leader.
- Participates constructively in regular meetings with other leaders and helpers.

***Time Commitment:***

- JAM meets during the morning service each Sunday; including setting up, your expected contribution would be from approximately 10.30-12.30.
- Helpers will not normally be required to plan sessions, but their input, thought and prayer may be sought.
- The Rota usually requires 2 weeks on and 2 weeks off as a maximum, but it may be less depending on current number of leaders and helpers.
- You would also be expected to attend JAM planning meetings which are normally held after the morning service.

## Job Description - Jam Group Leader

This 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 fulfill this role and to give you important information about the appointment process.

Tillicoultry Baptist 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.

We have several groups running each Sunday morning during the service to meet the needs of children from age 3 up. These groups have a variety of names and are known generally as JAM.

### ***Recruitment process***

If you feel you have skills and enthusiasm to work with children in this way, please discuss this with the Children's Ministry Leader. Any potential volunteer will have a short interview and may be asked to provide a reference. Completion of PVG application is also a part of the process. Opportunities to spend some time in the groups to consider how you might be involved can be arranged if requested. A trial period may be useful.

### ***Lines of communication***

Regular meetings allow for the team of leaders and helpers to review progress, pray for the work, plan, and deal with any pastoral issues that can be discussed in a group setting. Work is carried out under the guidance and using the principles found in the TBC Child Protection Policy.

Any issue of concern about JAM should be discussed in confidence with the Children's Ministry Leader, and the elders can be involved if required.

### ***Description of position***

**Organisation:** Tillicoultry Baptist Church

**Role:** JAM group leader

Overseeing the provision of JAM; responsible to the Children's Ministry Leader, who in turn is responsible to the leadership team in TBC.

You would be responsible for a group of children working within the agreed ratios.

***Role Profile: JAM group leader***

- Taking responsibility for planning and delivering a Sunday morning session with a group of children.
- Ensure that work is done in line with our child protection policy and good practice.
- You can expect to be on duty a couple of weeks each month. Rotas are put together each term, and commitment from all the leaders helps us to be a supportive team with flexibility to support one another.
- We work within a budget for resources and equipment, and all purchases should be discussed with the Children's Ministry Leader, and money claimed back by leaders from the Finance group.
- Our hope is that annual training for the team will be held internally, and attending external training events is encouraged.
- Sunday morning sessions are planned so that each leader has at least one helper, and we work within agreed ratios.
- STARS is a pre-school age group, the children may require help with toileting.

***Person Specification: JAM group leader***

- Volunteers do not need to be members of Tillicoultry Baptist Church, but applicants should be of good standing within TBC, having made a commitment to Jesus Christ as personal saviour.
- Preferably have some experience of children's work in Christian settings (Church, camps, or holiday clubs).
- Like children! Enjoy getting to know them, help them to learn, share the good news of Jesus with them, be sensitive to their needs, and be prayerful for them and with them as required.
- Can work within a team setting, alongside other leaders and helpers, but can take sole responsibility for planning and delivering a morning session with a group of children.
- Participates constructively in regular meetings with other leaders.
- Able to grasp the concept of different learning styles within the context of JAM, and be willing to work with the children according to their differing needs.

***Time Commitment:***

Setting up for and delivering your sessions on Sundays from 10.30-12.30  
Planning will be required which may take approximately 4 hours per week.  
The Rota usually requires leaders to be on 2 weeks per month as a maximum, but it may be less, depending on current numbers.  
You would also be expected to attend JAM planning meetings which are normally held after the morning service.

## Job Description - Youth Helper

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

Tillicoultry Baptist 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.

### ***Recruitment process***

If you feel you have skills and enthusiasm to work with young people in this way, please discuss this with the Youth Ministry Leader. Any potential volunteer will have a short interview and may be asked to provide a reference. Completion of PVG application is also a part of the process. Opportunities to spend some time in the groups to consider how you might be involved can be arranged if requested.

### ***Description of position***

<b>Organisation</b>	Youth
<b>Role</b>	Youth Helper

To work as part of a team to assist the leading of the Youth Work. You would be responsible to the Youth Leaders and Youth Ministry Leader, who in turn is responsible to the leadership team in TBC.

### ***Role Profile:***

- Assisting with the running of sessions assigned as per the programme.
- Participation in discussions around teaching based on the Bible and other materials as agreed by the leaders.
- Commitment to pray regularly for the young people and support them as required.
- Ensure that work is done in line with our child protection policy and good practice.
- Participate in youth events, as agreed with the team.
- Lead by example.

***Person specification:***

- Ability to form and maintain friendships with young people and good relationships with their parents/guardians.
- Ability to work well as part of a team.
- Volunteers do not need to be members of Tillicoultry Baptist Church, but applicants should be of good standing within TBC, ideally having made a commitment to Jesus Christ as personal saviour.
- Training needs should be discussed and a plan put in place to address these.

***Time commitment***

- The Youth meet at various times including Sunday morning, for regular events away from church and also weekends away.
- You would also be invited to take part in planning meetings.
- The role will be held for a period of 2 years, with the option to extend. 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.

## Job Description - Youth Leader

This 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 fulfill this role and to give you important information about the appointment process.

Tillicoultry Baptist 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.

### ***Recruitment process***

If you feel you have skills and enthusiasm to work with young people in this way, please discuss this with the Youth Ministry Leader. Any potential volunteer will have a short interview and may be asked to provide a reference. Completion of PVG application is also a part of the process. Opportunities to spend some time in the groups to consider how you might be involved can be arranged if requested.

### ***Description of position***

<b>Organisation</b>	Youth
<b>Role</b>	Youth Leader

To work as part of a team to help lead the Youth Work.  
You would be responsible to the Youth Ministry Leader, who in turn is responsible to the leadership team in TBC.

### ***Role Profile:***

- Taking responsibility for planning and delivering of sessions as per the programme.
- Leading discussions around teaching based on the Bible and other materials.
- Commitment to pray regularly for the young people and support them as required.
- Ensure that work is done in line with our child protection policy and good practice.
- We work within a budget for resources and equipment, and all purchases should be discussed with the Youth Ministry Leader, and money claimed back by leaders from the Finance group.
- Participate in youth events, as agreed with the team.
- Lead by example.

***Person specification:***

- Ability to form and maintain friendships with young people and good relationships with their parents/guardians.
- Ability to work well as part of a team.
- Ability to communicate the gospel in a relevant way and pitched at an appropriate level.
- Preferably have some experience of working with/relating to young people will be an advantage but is not essential.
- Preferably have some experience of youth work in Christian settings (Church, camps, holiday clubs, youth clubs).
- Can work within a team setting, alongside other leaders and helpers, but can take sole responsibility for planning and delivering a session with a group of young people.
- Volunteers do not need to be members of Tillicoultry Baptist Church, but should be of good standing within TBC, having made a commitment to Jesus Christ as personal saviour.
- Participates constructively in regular meetings with other leaders.
- Training needs should be discussed and a plan put in place to address these.

***Time commitment***

- The Youth meet at various times including Sunday morning, for regular events away from church and also weekends away.
- Planning & preparation may be required which could take approximately 2 hours per week.
- You would also be expected to take part in planning meetings.
- The role will be held for a period of 2 years, with the option to extend. 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.

## **JOB DESCRIPTION - Pastoral Care Visitor**

This gives you information about a voluntary position working as part of the Pastoral Care Team. It is designed to help you consider whether you would be able to fulfill this role and to give you important information about the appointment process.

Tillicoultry Baptist Church values its children, young people and adults; and we seek to ensure that those who work to support them are suited for the role and are called by God. We also value those who give their time to work with them. A thoughtful appointment process expresses our valuing of those requiring support in our church, and also expresses our valuing of those who work with them.

Adults needing encouragement and emotional/spiritual support are identified by the leadership and the pastoral care team. They are visited, usually monthly, at home to give support and encouragement.

### ***Recruitment process***

If you feel you have skills and enthusiasm to work with the pastoral care team in this way, please discuss this with the Pastoral Care Ministry Leader. Any potential volunteer will have a short interview and be asked to provide a reference. Completion of PVG application is also a part of the process. A trial period may be useful.

### ***Lines of communication***

Regular meetings allow for the team to check on progress, pray for the work, plan, and deal with any pastoral issues that can be discussed in a group setting. All communication and interaction should be carried out under the guidance and using the principles found in TBC's Safeguarding Policy for Adults with Support and Care Needs.

If any member of the Pastoral Care Team has a pastoral concern about adults they are visiting that they need to, or wish to, discuss in confidence, then the Ministry Leader should be the first port of call, and the elders can be involved subsequently. If the concern relates to Safeguarding issues then these should be discussed only with the Safeguarding Coordinator.

### ***Description of position***

**Organisation:** Tillicoultry Baptist Church  
**Role:** Pastoral Care Visitor

Being part of a team visiting adults who are part of the TBC family, requiring additional support and encouragement.

You would be responsible to the Pastoral Care Ministry Leader, who in turn is responsible to the leadership team in TBC.

### ***Role Profile: Pastoral Care Team***

- You would be responsible for providing emotional/spiritual support and encouragement to adults through home visiting.
- You can expect to visit once or twice each month, usually with another member of the team.
- Annual training for the team will be held, and external training events run by other organisations can be attended too.
- You would ensure that visits are carried out in line with our Safeguarding Policy for Adults with Support and Care Needs.

### ***Person Specification:***

- Volunteers do not need to be members of Tillicoultry Baptist Church, but should be of good standing within TBC, having made a commitment to Jesus Christ as personal saviour.
- You like people, and enjoy listening to them!
- You are sensitive to the needs of others, and willing to be prayerful for them and with them as required.
- You are able to maintain confidentiality.
- You are able to work as part of a team; accept direction from the Ministry Leader; and participate constructively in regular meetings with other team members.

### ***Time Commitment:***

- You would be expected to attend monthly planning meetings.
- You would visit adults in their own homes once or twice per month.

## **APPLICATION FORM - Pastoral Care Visitor**

We ask all prospective volunteers working with our Pastoral Care Team to complete this form. If there is insufficient room to fully answer any



question, please continue on a separate sheet. The information will be kept confidentially by the church.

**1 Personal Details**

Full name .....

Other names by which known in past.....

Address .....

..... Postcode.....

Telephone No Home..... Mobile .....

How long have you lived at the above address? ..... Years

**2 Experience and skills**

Please tell us about your Christian experience (ie how long have you been a Christian, which church(es) have you attended (with dates), any activities you have been involved in):

.....  
.....  
.....  
.....  
.....

Please give details of previous experience of Pastoral Care. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....  
.....  
.....  
.....  
.....

**3 Reference**



Please give the name, address and telephone number, and role or relationship of someone who knows you well and who would be able to give a personal reference and comment on your character.

Name .....  
Address .....  
Email address .....  
Postcode .....  
Connection with you .....

**4 Disclosure:**

Because of the nature of the duties you will be undertaking, a Protecting Vulnerable Groups (PVG) Disclosure is required from Disclosure Scotland.\* If you are aware that convictions will be listed, please discuss this with us prior to completing the Disclosure Form.

\*Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act.

**5 Declaration**

I confirm that the submitted information is correct and complete.

Signed ..... Date .....



*Private and Confidential*

## REFERENCE FORM - Pastoral Care Visitor

.....has applied to join the Pastoral Care Team, Tillicoultry Baptist Church. His/her responsibilities will include home visiting, on behalf of the church, those identified as requiring additional support.

Name of referee .....

What is your connection with the volunteer? .....

How long have you known the volunteer? .....

To your knowledge, is there anything about the volunteer's past behaviour, character, or attitude that gives you any cause for concern about their suitability to work as part of the Pastoral Care Team?

.....

What personal experience do you have of the volunteer's ability to work with/relate to adults requiring support?

.....

.....

What are the gifts and experience the volunteer will bring to the role?

.....

.....

Please comment on the volunteer's honesty, confidentiality and reliability.

.....

.....

Are there any other comments you would like to make about the volunteer?

.....

.....

Signed ..... Date .....

## Appendix 1

### Secure handling, use, storage and retention of Disclosure information

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, Tillicoultry Baptist Church will ensure the following practice.

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- Tillicoultry Baptist Church will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to Tillicoultry Baptist Church and not to the disclosure applicant, Tillicoultry Baptist Church will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure Certificates will be stored in a locked non-portable container, for a maximum of 90 days.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made, however the following details will be retained:-
  - Date of issue of disclosure
  - Name, address and date of birth of subject
  - Disclosure type
  - Position for which the disclosure was requested
  - Disclosure certificate number and PVG membership number
  - Recruitment decision taken
- Tillicoultry Baptist Church will ensure that all members with access to disclosure information are aware of this policy and have received relevant training and support.
- Tillicoultry Baptist Church undertakes to make a copy of this policy and the code of Practice available to any applicant for a post within Tillicoultry Baptist Church that requires a disclosure.