Safer Recruiting for Volunteers and Employees

Dear [name],

Thank you for being willing to serve in the role of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Methodist church. We really appreciate your commitment to our church and hope you will also get something from the role.

We believe that the church should be a safe place for all those who participate in our activities. To make sure that this is the case, we ask all volunteers to undertake the following safeguarding activities. This isn’t just procedure; we do this because as a church we want to express God’s love for people by making sure they will be safe when they are on our premises or taking part in our activities.  This helps to protect employees and volunteers as well as those who are vulnerable.

* **DBS (Disclosure and Barring Service) check**

Please contact your minister ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or your church’s safeguarding officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and give them your email address so they can arrange for you to be checked. If you do not have internet access you will need to arrange a time with your minister or safeguarding officer to do the check with them.

Before you complete your DBS you will be asked to complete a confidential **Safeguarding Declaration Form** which will give you an opportunity to declare and discuss anything which might come to light as part of the DBS process.

* **References**

It is important that references are taken up by your church so we can be sure everyone working with children and young people or vulnerable adults is suitable to do so. Please supply details of 2 people who know you and can provide a reference. Appropriate referees include a church or fellowship group leader, your employer or line manager, or someone else who knows you as a volunteer or employee in the context of the role you are applying for at our church. Family members/ spouses cannot provide references.

* **Safeguarding Training**

You will need to do the Methodist Church’s Creating Safer Space safeguarding training. This training is specific to the Methodist church , so you will still need to do it even if you have previous experience of safeguarding matters or have completed courses at work or with other organisations.

* Everyone should complete the **Foundation** module training session- this is about 2 hours long and courses are arranged by the Circuit 3 or 4 times a year. Your church safeguarding officer should know when the next one is, or contact the Circuit office.
* Certain roles need to complete the **Advanced** (formerly Leadership) module. If this applies to you your safeguarding officer or minister will let you know.

If your safeguarding officer or minister are not sure which module you need to do or when the next course is, please contact the Circuit office on 01904 499661 or [yorkcircuitoffice@gmail.com](mailto:yorkcircuitoffice@gmail.com)